

BACKGROUND/ CREDIT INVESTIGATION SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This BACKGROUND/ CREDIT INVESTIGATION SERVICE AGREEMENT (AGREEMENT) executed this _____ between:

COMPREHENSIVE CREDIT SERVICES INC., a corporation organized and existing under the laws of the Philippines, with principal office at **Unit 2503 and 2504 Summit One Tower, 530 Shaw Blvd, Mandaluyong City**, represented herein by its President, **MIGUEL CARLOS E. CASTILLO** herein referred to as the **COMPREHENSIVE CREDIT SERVICES INC.**.

And

PJ LHUILLIER, INC., a corporation organized and existing under the laws of the Philippines, with principal office at **821 Cebuana Lhuillier Bldg., A. Spring cor. JP Rizal St. Makati City**, represented by its **HR Division Head/ VP, MA. VERONICA A. VALIENTES** herein referred to as **PJ LHUILLIER, INC.**;

WITNESSETH THAT:

WHEREAS, the **PJ LHUILLIER, INC.** is desirous of engaging the services of the **COMPREHENSIVE CREDIT SERVICES INC.** to handle its Background Investigation service requirements prior to the approval of the application of the applicant;

WHEREAS, the **COMPREHENSIVE CREDIT SERVICES INC.** represents that it has the competence and expertise, financial and technical capacity, trained personnel; equipment and other resources necessary to provide the aforementioned services;

WHEREAS, upon offer and acceptance made by one party to the other, the parties hereto have agreed to enter into this Agreement whereby the **COMPREHENSIVE CREDIT SERVICES INC.** shall render the aforementioned services in favor of the **PJ LHUILLIER, INC.**, subject to the terms and conditions herein below set forth.

NOW THEREFORE, in consideration of the foregoing premises, the parties hereby agree as follows:

1. SCOPE OF SERVICES

The **COMPREHENSIVE CREDIT SERVICES INC.** shall undertake such activities as may be allowed under the law, which are necessary for the background investigation of the applicants. The services to be rendered by the **BACKGROUND INVESTIGATOR** shall include the following:

- 1.1 **RESIDENCE / NEIGHBORHOOD CHECKING** – Confirmation of the applicants residence/neighborhood;
- 1.2 **SCHOLASTIC CHECKING** – Verification and confirmation of school records of the applicant;

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Jr. Jr.

1.3 **EMPLOYMENT/PRE-EMPLOYMENT CHECKING** – Verification and confirmation of employment and/or business of the applicant.

1.4 **RELATED SERVICES** – Validation of credit applicants contact telephone number and other pertinent information.

2. **SERVICE AREA**

2.1 Please refer to ANNEX 1

3. **REPRESENTATIONS AND WARRANTIES**

- A. **COMPREHENSIVE CREDIT SERVICES INC.** warrants that it is an independent service contractor in the Philippines and that it performs its services on its own account, under its own responsibility, according to its own manner and method, free from direct control and supervision of the **PJ LHUILLIER, INC.** on all matters relating to or connected with performance of the service covered under this Agreement, except as to result thereof.
- B. **COMPREHENSIVE CREDIT SERVICES INC.** exercises sole control and discretion with the hiring, discipline, control and termination of its credit investigators, employees and other Representatives. No employee – employer relationship exists between the **PJ LHUILLIER, INC.** and the personnel, employees, agents and other representatives of the **COMPREHENSIVE CREDIT SERVICES INC.**.
- C. **PJ LHUILLIER, INC.** shall have the right to defer payment of any amount due and payable to the **COMPREHENSIVE CREDIT SERVICES INC.** under any account subject of a work order issued to **COMPREHENSIVE CREDIT SERVICES INC.** until such time that **COMPREHENSIVE CREDIT SERVICES INC.** shall have complied, submitted and surrendered its entire obligation, documents and report pertinent to the account to the satisfaction of the **PJ LHUILLIER, INC.** The **PJ LHUILLIER, INC.** shall pay all claims for accounts not otherwise in dispute.
- D. **COMPREHENSIVE CREDIT SERVICES INC.** warrants to deliver the complete Background Investigation Report to the **PJ LHUILLIER, INC.** within five (5) working days from the date the assignment was received by **COMPREHENSIVE CREDIT SERVICES INC.**, for assignments within Metro Manila, to include Valenzuela, Cainta, Bacoor and San Pedro; case-to-case for Provincial assignments.
- E. In the event assignments are not accomplished within the specified period of time due to circumstances beyond **COMPREHENSIVE CREDIT SERVICES INC.** control (e.g. unlocated / fictitious address and fortuitous events), **CREDIT INVESTIGATOR** shall furnish the **PJ LHUILLIER, INC.** a written report on the reasons and status of pending documents within hours from the lapse of required period of time.

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4. OBLIGATIONS OF COMPREHENSIVE CREDIT SERVICES INC.

Comprehensive Credit Services, Inc. undertakes the following:

- 4.1 All background investigations conducted pursuant to this Agreement shall be undertaken by competent, trained and qualified background/credit investigation personnel of the **COMPREHENSIVE CREDIT SERVICES INC.**;
- 4.2 The **COMPREHENSIVE CREDIT SERVICES INC.** shall ensure and warrant that its background investigation personnel shall conduct actual ocular inspections, interviews and investigations in connection with all referrals made by the **PJ LHUILLIER, INC.** and that all reports required under this Agreement shall be rendered truthfully and correctly in every respect. The **COMPREHENSIVE CREDIT SERVICES INC.** warrants that all information and documents submitted to the **PJ LHUILLIER, INC.** are all gathered from and accurately reflect Third Party sourced data and documents in accordance with the instructions of the **PJ LHUILLIER, INC.**
- 4.3 The **COMPREHENSIVE CREDIT SERVICES INC.** shall ensure that its background investigation personnel, employees, or representatives shall conduct themselves in a professional manner in all their dealings with the **PJ LHUILLIER, INC.**'s existing or prospective **PJ LHUILLIER, INC.**s and shall act with utmost courtesy to ensure that its acts shall not jeopardize or prejudice the goodwill and reputation of the **PJ LHUILLIER, INC.**
- 4.4 The **COMPREHENSIVE CREDIT SERVICES INC.** shall receive background investigation referrals on a daily basis thru email and the acknowledgement of the background investigation report shall be daily at the same time. Under this Agreement, the turn-around time for the Background Investigation Report shall be a maximum of five (5) working days for Metro Manila and on a case-to-case basis outside Metro Manila.
- 4.5 The **COMPREHENSIVE CREDIT SERVICES INC.** shall assign a Supervisor for all accounts or background investigation forwarded by the **PJ LHUILLIER, INC.**; to ensure an efficient and accurate background investigation of accounts, as well as, good coordination between the parties;
- 4.6 The **COMPREHENSIVE CREDIT SERVICES INC.** warrants that all its personnel assigned to handle credit investigation referrals of the **PJ LHUILLIER, INC.** have no criminal record, with good health conditions and no outstanding obligations with the **PJ LHUILLIER, INC.**

5. OBLIGATIONS OF PJ LHUILLIER, INC.

- 5.1 The **PJ LHUILLIER, INC.** shall pay the **COMPREHENSIVE CREDIT SERVICES INC.** per attached schedule (Annex I).

5.2 The **COMPREHENSIVE CREDIT SERVICES INC.** shall use the same or substantially the same Background Investigation Report Form furnished by the **PJ LHUILLIER, INC.** to the **COMPREHENSIVE CREDIT SERVICES INC.**

6. BILLING

Billing shall be made every 15th of the month, yet for new PJ LHUILLIER, INC.s payment will be COD upon first endorsement. **PJ LHUILLIER, INC.** shall review and confirm the billing statement and remit payment within thirty (30) days from receipt thereof. However, no billing shall be paid for jobs deemed deficient (incomplete reports) by the **PJ LHUILLIER, INC.**

A late payment charge of 1.5 % of the total billing amount shall be imposed by CCSI for every month delayed payment.

7. CONFIDENTIALITY

The **COMPREHENSIVE CREDIT SERVICES INC.**, its officers, personnel, employees, agents and representatives undertake to keep confidential, except as required by law, all information obtained by it under this Agreement or as a result of the rendition of the background investigation services. If in the estimation of the service provider there is a threat to the integrity of the data held by it on behalf of the client or there is a danger of the data being compromised, Service Provider has the option of submitting and forwarding all known copies of the data including all storage devices containing the data to client for the latter's disposition. The Service Provider may make the submission at anytime that it determines it is to the best interest of the parties. The service provider shall not be held liable for any unauthorized access or loss of data stored after the completion of the background investigation and submission of the data as stated herein provided such unauthorized access or loss is not due to the fault or negligence of the Service Provider. Incase of completed billed and settled accounts not otherwise in dispute in any manner, The Service Provider may erase all data in its possession related to such account.

8. GOVERNING LAW, VENUE

This Agreement shall be governed and construed under the laws of the Philippines. Any action arising from the Agreement shall be brought before the courts of Makati City, Pasay City or Pasig City.

9. NON-ASSIGNABILITY

The **COMPREHENSIVE CREDIT SERVICES INC.** shall not assign or transfer any of its rights, interest, and obligations under this Agreement without the prior written consent of the **PJ LHUILLIER, INC.**

10. NON-LIABILITY

Neither party shall be held liable by the other party for any direct, indirect, consequential or contingent damages that may result from the implementation of this Agreement.

CCSI's liability shall not exceed the actual billing cost of the specific affected account endorsed to CCSI.

11. SEVERABILITY

If a competent court declares any provision of this Agreement invalid, the remaining provisions shall nevertheless remain in full force and effect.

12. EFFECTIVITY

This Agreement shall become effective upon the signing hereof and shall continue to remain valid for one year (1 year) and enforceable between the parties unless terminated by either party upon thirty (30) days prior written notice given by one to the other, without prejudice to the rights and obligations that have accrued as of the giving of such notice.

In the event of termination of this Agreement, **COMPREHENSIVE CREDIT SERVICES INC.** shall render a final report on the status of all pending accounts covered under this Agreement. This report shall be submitted to the **PJ LHUILLIER, INC.** within a period of 15 days after the date of effectivity of the termination.

Any amendments/revisions on any of the terms and conditions in this **AGREEMENT**, shall take effect only upon the written agreement of both parties. All other terms and conditions shall remain valid and enforceable.

[Signature]

[Signature]

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this AGREEMENT.

COMPREHENSIVE CREDIT
SERVICES, INC.

By:

Mr. Miguel Carlos E. Castillo
President

PJ LHUILLIER INC.

By:

Ma. Veronica A. Valientes
HR Division Head/ VP

WITNESSES:

Ms. Mary Ann T. Macatua
VP-Operation

Lynne D. Resa
TARIO HEAD

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY) S.S.

BEFORE ME personally appeared:

NAME

CTC. NO. / GOVERNMENT ID. NO.

PLACE/DATE OF ISSUE

Known to be the same persons who executed the foregoing **AGREEMENT** for Background Investigation Services and they acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the corporation they present.

WITNESS MY HAND AND SEAL this OCT 02 2018 in QUEZON CITY

Doc. No. 147;

Page No. 15;

Book No. XXXL;

Series of 2018


ATTY. ROGELIO J. BOLIVAR

NOTARY PUBLIC IN QUEZON CITY

AM Adm. Not. Com. No. NP-060 1-12-17 until 12-31-2018

IBP O.R No. 1038374 Jan. 2017 up to Dec. 2018

PTR O.R No. 5522486 C 1-3-18 / Per. No. 33832 / TIN# 129-871-009

MCLE No. V-0019296 valid from 04-15-2018 until 04-14-2019/PASIG CITY

Address: 31-F Harvard St. Cubao, Q.C.

*Atty. Rogelio J. Bolivar
Notary Public
Quezon City
Oct 2, 2018*

Annex 1

BI RATES			
PACKAGE	CONTENTS	RATE	TAT
ENTRY LEVEL HIRES	<ul style="list-style-type: none"> • Residential Verification via Phone • Verification of Educational Attainment • Character Reference (At least 3) • Financial/ Credit Check • Criminal Check (Local & National Check) 	750.00 + field rate	7-10 days
EXPERIENCED HIRES	<ul style="list-style-type: none"> • Residential Verification via Phone • Verification of Educational Attainment • Character Reference (At least 3) • Financial/ Credit Check • Criminal Check (Local & National Check) • Employment Verification (for the last 5 years) 	900.00 + field rate	7-10 days

NOTES:

1. Rate is subject to 12% VAT.
2. The rate will be doubled for RUSH reports, i.e. reports that needed before the agreed TAT.

Handwritten signature *Handwritten signature*
 **It is understood by the parties that the rates indicated in this Annex are inclusive of the minimum ten percent (10%) Administrative Fee as mandated under the relevant regulations of the Department of Labor and Employment (DOLE).

CCSI FIELD RATE

AREA	TAT	Per Report	12% VAT	TOTAL
Luzon				
NCR				
Makati				
Mandaluyong				
Manila				
San Juan				
Pasig				
Marikina				
Quezon				
Caloocan	8 hrs	312.5	37.5	350
Malabon				
Navotas				
Valenzuela				
Pasay				
Paranaque				
Taguig				
Pateros				
Muntinlupa				
Las Pinas				
Cavite Region IV-A				
Bacoor				
Imus				
Kawit				
Noveleta				
Rosario				
Tanza				
Cavite Region IV-B				
Cavite City				
Naic				
Trece Martires				
General Trias				
GMA				
Dasmariñas				
Carmona				
Cavite Region IV-C				
Ternate				
Silang				
Amadeo				
Mendez				
Tagatay				
Alfonso				
Maragondon				
Indang				
Magallanes				

Gen Emilio Aguinaldo				
Rizal Region IV-A				
Cainta				
Taytay	8 hrs.	546	65.52	611.52
Antipolo				
Rizal Region IV-B				
Angono				
Binangonan				
Cardona				
Morong				
Teresa				
San Mateo	8 hrs	738		
Baras				
Tanay				
Pililia				
Jala Jala				
Montalban				
Laguna Region IV-A				
San Pedro		546	65.52	611.52
Binan				
Sta Rosa	8 hrs	714	85.68	799.68
Cabuyao				
Laguna Region IV-B				
Calamba				
Los Banos				
Bay				
Calauan				
Victoria	8 hrs.	906	108.72	1014.72
Nagcarlan				
Rizal				
San Pablo				
Alaminos				
Laguna Region IV-C				
Liliw				
Majayjay				
Cavinti				
Luisiana				
Magdalena				
Sta Cruz	8 hrs.	948	113.76	1061.76
Pagsanjan				
Lumban				
Kalayaan				
Paete				
Pakil				
Pangil				

Mabitac				
Famy				
Sinuluan				
Sta Maria				
Quezon Region IV-A				
San Antonio				
Tiaong				
Dolores				
Sariaya				
Candelaria				
Lucban	8 hrs.	1,476.00	177.12	1,653.12
Tayabas				
Pagbilao				
Sampaloc				
Lucena				
Mauban				
Polilio Island		4,500.00	540	5,040.00
Quezon Region IV-B				
Alimonan				
Padre Burgos				
Agdangan		1,578.00	189.36	1,767.36
Unisan				
Plaridel				
Gumaca				
Pilogo		1,818.00	218.16	2,036.16
Maca Lelon				
Gen Luna				
Catanauan				
Mulanay				
San Francisco	8 hrs.			
San Andres				
San Narciso				
Buena Vista				
Guinayangan		1,938.00	232.56	2,170.56
Lopez				
Calauag				
Tagkawayan				
Alabat				
Perez				
Aurora		2,500.00	300	2,800.00
Aurora Baler		3,500.00	420	3,920.00
Batangas Region IV-A				
Sto. Tomas				
Tanauan				
Malvar				
Talisay	8 hrs.	1,050.00	126	1,176.00
Laurel				
Balete				

Lipa City				
Mataas na Kahoy				
Lian				
Nasugbu				
Balayan				
Calaca				
Tuy				
Lemery				
Taal				
Sta Teresita				
Alitagtag				
Cuenca				
San Jose				
San Luis				
Bauan	1 day	1,050.00	126.00	1,176.00
San Pascual				
Batangas City				
Ibaan				
Rosario				
Padre Garcia				
Taysan				
Batangas Region IV-B				
San Juan				
Mabini	1 day	1,356.00	162.72	1,518.72
Calatagan				
Lobo				
Oriental Mindoro		5,000.00	600	5,600.00
Occidental Mindoro		5,000.00	600	5,600.00
Palawan		7,000.00	840	7,840.00
El Nido Palawan		8,000.00	960	8,960.00
Marinduque		5,500.00	660	6,160.00
Romblon		5,000.00	600	5,600.00
Bicol Region V				
Camarines Sur				
Naga				
Pili				
Iriga City	1 day	2,820.00	338.4	3,158.40
Legazpi		3,060.00	367.2	3,427.20
Albay		3,800.00	456	4,256.00
Catanduanes		4,700.00	564	5,264.00
Sorsogon		4,860.00	583.2	5,443.20
Masbate		5,000.00	600	5,600.00
Region III - Central Luzon	1 day			
Bulacan		738	88.56	826.56
Pampanga		786	94.32	880.32
Tarlac		786	94.32	880.32

Zambales		1,620.00	194.4	1,814.40
Bataan		1,620.00	194.4	1,814.40
Nueva Ecija		786	94.32	880.32
Cordillera Admin Region				
Benguet		1,320.00	158.4	1,478.40
Baguio		1,560.00	187.2	1,747.20
Ifugao		1,800.00	216	2,016.00
Mountain Province		2,340.00	280.8	2,620.80
Kalinga		2,340.00	280.8	2,620.80
Abra		2,340.00	280.8	2,620.80
Apayao		2,340.00	280.8	2,620.80
Region II - Cagayan Valley	2 days			
Nueva Vizcaya		2,154.00	258.48	2,412.48
Quirino				
Isabela		2,274.00	272.88	2,546.88
Cagayan				
Tuguegarao		2,274.00	272.88	2,546.88
Region I - Ilocos/Pangasinan				
Pangasinan		954	114.48	1,068.48
La Union		984	118.08	1,102.08
Ilocos Sur		2,394.00	287.28	2,681.28
Ilocos Norte		2,394.00	287.28	2,681.28
WESTERN VISAYAS	2 days			
Aklan		1,962.00	235.44	2,197.44
Capiz		1,134.00	136.08	1,270.08
Iloilo		1,362.00	163.44	1,525.44
Antique		1,362.00	163.44	1,525.44
Guimaras		1,134.00	136.08	1,270.08
Negros Occidental				
Bacolod		1,362.00	163.44	1,525.44
Talisay				
Victoria				
Cadiz		1,410.00	169.2	1,579.20
Sagay				
Bago				
La Carlota				
San Carlos		1,494.00	179.28	1,673.28
Kabankalan				
CENTRAL VISAYAS	1 days			
Bohol		1,140.00	136.8	1,276.80
Cebu				
Danao				
Lapu-Lapu		954	114.48	1068.48
Mandaue				
Toledo				

		2,160.00	259.2	2,419.20
EASTERN VISAYAS	2 days			
Samar		5,700.00	684	6,384.00
Ormoc Leyte		5,000.00	600	5,600.00
Southern Leyte		7,000.00	840	7,840.00
MINDANAO	2 days			
Misamis Oriental				
Cagayan De Oro		630	75.6	705.60
Gingoog		894	107.28	1,001.28
Agusan Del Norte				
Butuan		2,160	259.2	2,419.20
Agusan Del Sur				
Properidad		1,374.00	164.88	1,538.88
Surigao Del Sur				
Tandag		2,130.00	255.6	2,385.60
Lanao Del Norte				
Tubod		1,080.00	129.6	1,209.60
Ilagan				
Bukidnon		1,194.00	143.28	1,337.28
Malanbalay		1,014.00	121.68	1,135.68
Lanao Del Sur (ARMM)				
Marawi		1314	157.68	1,471.68
Misamis Occidental				
Oroquieta		1794	215.28	2,009.28
Ozamis		2,754.00	330.48	3,084.48
Tangub				
Zamboanga Del Norte				
Dipolog		2,994.00	359.28	3,353.28
Dapitan				
Zamboanga Del Sur				
Pagadian		2,034.00	244.08	2,278.08
Zamboanga City		2,394.00	287.28	2,681.28
Davao del Sur		894	107.28	1,001.28
Davao city		660	79.2	739.2
Digos				
Davao del Norte				
Tagum		720	86.4	806.4
Compostela Valley				
Nasunturan		900	108	1008
Davao Oriental		2,400.00	288	2688
Mati		840	100.8	940.8
North Cotabato				
Kidapawan		1,218.00	146.16	1364.16
South Cotabato				
Koronada		1,794.00	215.28	2,009.28
General Santos				
Sarangani				

Alabel		1,914.00	229.68	2,143.68
Sultan Kudarat				
Maguindanao				
Shariss Aguak		2,094.00	251.28	2,345.28

Note: Other areas that are not mentioned in the pricelist may be negotiated with marketing department

*It is understood by the parties that the rates indicated in this Annex are inclusive of the minimum ten percent (10%) Administrative Fee as mandated under the relevant regulations of the Department of labor and Employment (DOLE).

Abel S. Monteban

*Joker
Monteban*

DATA SHARING AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **DATA SHARING AGREEMENT** entered into on this JUN 08 2018 day of
2018 by and between:

PJ LHUILLIER, INC., a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at 821 Cebuana Lhuillier Bldg., A. Spring cor. JP Rizal St. Makati City, herein represented by its HR Division Head/ VP Ma. Veronica A. Valientes, hereinafter referred to as **CLIENT**;

and

COMPREHENSIVE CREDIT SERVICES INC., a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at **Unit 2503 and 2504 Summit One Tower, 530 Shaw Blvd, Mandaluyong City**, herein represented by its **President, MIGUEL CARLOS E. CASTILLO**, hereinafter referred to as **SERVICE PROVIDER**.

(and shall individually be referred to as "**Party**" and collectively referred to as the "**Parties**")

Witnesseth: That

WHEREAS, the Parties entered into a Data Sharing Agreement on _____ for the purpose of Background Investigation;

WHEREAS, in Background Investigation, **PJ LHUILLIER, INC.** will disclose or make available certain Personal Data to **COMPREHENSIVE CREDIT SERVICES INC.**;

WHEREAS, **COMPREHENSIVE CREDIT SERVICES INC.** acknowledges and agrees that said personal information or data should be strictly protected and kept confidential;

WHEREAS, this Data Sharing Agreement ("**Agreement**") is entered into pursuant to Republic Act 10173 or the Data Privacy Act of 2012 (the "Data Privacy Act") and its Implementing Rules and Regulations ("IRR"), which requires a data sharing agreement prior to the collection and sharing of personal data for commercial purposes to establish adequate safeguards for data privacy and security, and to uphold the rights of data subjects;

WHEREAS, this Agreement shall govern the Parties insofar as protection and sharing of Personal Data under the Data Sharing Agreement;

NOW, THEREFORE, for and in consideration of the premises and mutual obligations contained herein, the parties hereby agree as follows:

1.0 PURPOSE

PJ LHUILLIER, INC. will share or disclose Personal Data to CREDIT SERVICES INC. for the following purposes: Background Investigation

2.0 DEFINITION OF TERMS

Whenever used in this Agreement, the following terms shall have the respective meaning:

- 2.1 Consent of Data Subject - refers to any freely given, specific, informed indication of will, whereby the Data Subject agrees to the collection and processing of his/her Personal Data. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a Data Subject by a lawful representative or an agent specifically authorized by the Data Subject to do so.
- 2.2 Data Subject - refers to an individual whose Personal Data is processed.
- 2.3 Personal Data or Personal Information - refers to:
 - 2.3.1 Any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual;
 - 2.3.2 Personal Information:
 - a. about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 - b. about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;
 - c. issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 - d. specifically established by an executive order or an act of Congress to be kept classified.
 - 2.3.3 Any and all forms of data, which, under the Rules of Court and other pertinent laws constitute as privileged communication.
 - 2.3.4 Data about the financial or economic situation of the Data Subject; usernames, passwords and other login data; biometric data; copies of identification documents, licenses or unique identifiers like Philhealth, SSS, GSIS, Tax Identification numbers; or other similar information, which may be made the basis of decisions concerning the data subject, including the grant of rights or benefits.

- 2.4 Personal Information Controller - refers to a natural or juridical person, or any other body who controls the processing of Personal Data, or instructs another to process Personal Data on its behalf.
- 2.5 Personal Information Processor- refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to the data subject.
- 2.6 Processing - refers to any operation or set of operations performed upon Personal Data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of Personal Data. Processing may be performed through automated means, or manual processing, if the Personal Data are contained or are intended to be contained in a filing system.
- 2.7 Security Breach - any unauthorized, unlawful or accidental access, processing, disclosure, alteration, loss, damage, or destruction of Personal Data whether by human or natural causes.
- 2.8 Profiling - refers to any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements.

3.0 OBLIGATIONS OF PJ LHUILLIER, INC.

- 3.1 **PJ LHUILLIER, INC.** is responsible for ensuring that it collected and processed Personal Data lawfully and in accordance with the principles of transparency, legitimate purpose and proportionality. Prior to collecting or sharing of Personal Data, it shall be responsible for providing the Data Subject with the following information:
 - 3.1.1 Identity of **PJ LHUILLIER, INC.**;
 - 3.1.2 Purpose of data sharing;
 - 3.1.3 Categories of Personal Data concerned;
 - 3.1.4 Intended recipients or categories of recipients of the Personal Data;
 - 3.1.5 Existence of the rights of data subjects, including the right to access and correction, and the right to object;
 - 3.1.6 Other information that would sufficiently notify the data subject of the nature and extent of data sharing and the manner of processing.
- 3.2 **PJ LHUILLIER, INC.** shall obtain the Data Subject's consent prior to the collection, processing and sharing of Personal Data, subject to exemptions under the Data Privacy Act, its IRR and other applicable laws and regulations.
- 3.3 **PJ LHUILLIER, INC.** warrants and guarantees that it is compliant with the Data Privacy Act and its IRR in relation to the collection of Personal Data and in obtaining the Data Subject's consent for sharing of Personal Data and that it has in place appropriate administrative, physical, technical and

organizational security measures to protect Personal Data from security breach.

4.0 OBLIGATIONS OF THE COMPREHENSIVE CREDIT SERVICES INC.

- 4.1 Upon receipt of the Personal Data from PJ LHUILLIER, INC., the COMPREHENSIVE CREDIT SERVICES INC. agrees and undertakes:
- a. to be bound by the Data Privacy Act and its IRR and the regulations and issuances of the National Privacy Commission and other regulatory, governmental or statutory body.
 - b. to use the Personal Data only for the purpose of use as stipulated in and to fulfill its obligations under the Data Sharing Agreement.
 - c. to ensure that its employees and agents observe the confidentiality of the Personal Data and will prohibit any unauthorized access, improper use, duplication, disclosure, destruction of any of the Personal Data in whole or in part.
 - d. to ensure that its employees and agents have received appropriate training in data protection prior to their access or processing of Personal Data and have signed a written undertaking that they understand and will act in accordance with their responsibilities for confidentiality under this Agreement.
 - e. to notify PJ LHUILLIER, INC. immediately of any unauthorized possession, use or disclosure of Personal Data by any person or entity not authorized by this Agreement to have such possession, use or knowledge.
- 4.2 In fulfillment of its obligations under the Data Privacy Act, COMPREHENSIVE CREDIT SERVICES INC. shall have such systems in place to ensure:
- a. Full compliance with the Data Privacy Act of 2012
 - b. In particular, compliance with the security measures that deal with the security of Personal Data and requires the taking of practical steps to protect data from any loss, misuse, modification, unauthorized or accidental access or disclosure –
 - i. to the nature of the Personal Data and the harm that would result from such loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction;
 - ii. to the place or location where the Personal Data is stored;
 - iii. to any security measures incorporated into any equipment in which the Personal Data is stored;
 - iv. to the measures taken for ensuring the reliability, integrity and competence of personnel having access to the Personal Data; and
 - v. to the measures taken for ensuring the secure transfer of the Personal Data.

mijanatay

John

- 4.3 **COMPREHENSIVE CREDIT SERVICES INC.** shall not share Personal Data with any other party without the written permission of **PJ LHUILLIER, INC.**
- 4.4 **COMPREHENSIVE CREDIT SERVICES INC.** shall not sub-contract or engage a third party to process the Personal Data without the prior knowledge and written consent of **PJ LHUILLIER, INC.**, and only after the subcontractor has provided all the necessary assurance and guarantees that it has adequate administrative, physical, technical, organizational and procedural security measures to protect the Personal Data.
- 4.5 At the option of **PJ LHUILLIER, INC.**, **COMPREHENSIVE CREDIT SERVICES INC.** shall delete, destroy or return all Personal Data to **PJ LHUILLIER, INC.** after the end of the provision of services relating to the processing: Provided, that this includes deleting or destroying existing copies unless storage is authorized by the DPA or another law

5.0 DATA BREACH MANAGEMENT AND NOTIFICATION

- 5.1 If **COMPREHENSIVE CREDIT SERVICES INC.** becomes aware of any suspected or actual breach of Personal Data on its personnel, premises, facilities, system, or equipment, it shall promptly: (a) notify **PJ LHUILLIER, INC.** of the Personal Data breach; (b) investigate the Personal Data Breach and provide **PJ LHUILLIER, INC.** with information about the Personal Data breach; and (c) take reasonable steps to mitigate the effects and to minimize any damage resulting from the Personal Data breach.
- 5.2 **COMPREHENSIVE CREDIT SERVICES INC.** shall cooperate with **PJ LHUILLIER, INC.** in the investigation of any breach of Personal Data, including any litigation against third parties deemed necessary to protect the Personal Data.
- 5.3 The **COMPREHENSIVE CREDIT SERVICES INC.** shall, within twenty-four (24) hours from knowledge or discovery of any suspected or actual breach of Personal Data, send a written notification to the Data Protection Officer designated **PJ LHUILLIER, INC.**. The written notification shall include:
- a. Nature of the Security Breach
 1. description of how the security breach occurred and the vulnerability of the data processing system that allowed the security breach;
 2. cause of the security breach;
 3. chronology of the events leading up to the security breach;
 4. approximate number of Data Subjects or records involved; and
 5. description of the likely consequences of the security breach.
 - b. Personal Data Possibly Involved
 1. description of Personal Data involved; and
 2. description of other information involved that may be used to enable identity fraud.
 - c. Measures Taken to Address the Security Breach

*My understanding
S. S.*

1. description of the measures taken or proposed to be taken to address the security breach;
 2. actions being taken to secure or recover the Personal Data that were affected;
 3. actions performed or proposed to mitigate possible harm or negative consequences, and limit the damage or distress to those affected by the security breach; and
 4. measures being taken to prevent a recurrence of the security breach.
- d. Additional information that PJ LHUILLIER, INC. may require.
- 5.4 Upon the request of PJ LHUILLIER, INC., COMPREHENSIVE CREDIT SERVICES INC. shall make available to PJ LHUILLIER, INC. all information necessary to demonstrate compliance with its obligations and allow for and contribute to audits conducted by PJ LHUILLIER, INC. or other auditor mandated by it, including inspection of COMPREHENSIVE CREDIT SERVICES INC. 's premises, systems, procedures, documents and personnel as may be desirable or necessary to ensure compliance with this Agreement and/or with the Data Privacy Act and its IRR.
- 5.5 This Agreement shall prevail over the confidentiality, disclosure and data management provisions of the Background Investigation only in case of conflict or inconsistency.
- 5.6 Without prejudice to its liability for breach of any of its obligations under the Background Investigation, the COMPREHENSIVE CREDIT SERVICES INC. shall indemnify PJ LHUILLIER, INC. in full for costs, losses, charges or expenses it suffers arising out of any breach of Personal Data whether due to the negligence or otherwise on the part of the COMPREHENSIVE CREDIT SERVICES INC.

6.0 MISCELLANEOUS PROVISIONS

- 6.1 Effectivity - This Data Sharing Agreement shall take effect immediately upon its execution.
- 6.2 Entire Agreement-This Agreement is the entire Agreement and understanding between the parties. All other agreements, whether oral or written, are hereby stated herein.
- 6.3 Authority-The parties warrant that the persons signing in behalf of each party has full power and authority to bind the Party it represents.
- 6.4 Indemnity - The COMPREHENSIVE CREDIT SERVICES INC. agrees to indemnify and hold PJ LHUILLIER, INC., its officers, employees and personnel harmless from any damages, loss, liability or costs (including reasonable attorneys' fees and the costs of enforcing this indemnity) arising out of or resulting from any breach of the Service Provider's obligation under or in connection with this Agreement, including any breach of applicable mandatory statutory obligations.

The parties agree that any Data Subject, who has suffered damage as a result of any breach by COMPREHENSIVE CREDIT SERVICES INC. of its obligations in this Agreement, is entitled to receive compensation from



the COMPREHENSIVE CREDIT SERVICES INC. for the damage suffered

- 6.5 Remedies - The rights or remedies of PJ LHUILLIER, INC. under this Agreement shall not be deemed to be the exclusive remedies for a breach of this Agreement , but shall be in addition to any other rights or remedies at law, in equity or otherwise available to PJ LHUILLIER, INC.

6.6 No failure on the part of PJ LHUILLIER, INC. to exercise, and no delay in exercising, any right or remedy under or in connection with this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy under or in connection with this Agreement preclude any other or a future exercise thereof or the exercise of any other right or remedy, whether of a similar or dissimilar nature, PJ LHUILLIER, INC. may have by virtue of this Agreement.

6.7 Assignment - This Agreement shall be binding upon and be enforceable against the parties hereto and their respective successors and assigns, except that the COMPREHENSIVE CREDIT SERVICES INC. shall not be allowed to assign, transfer or convey any of his rights, privileges, interest or obligations under this Agreement without the prior written consent of PJ LHUILLIER, INC.

6.8 Separability - Should any part of this Agreement be declared unconstitutional, illegal, void or unenforceable the parts not affected shall remain valid and binding.

6.9 Conformity - The Parties acknowledge that prior to having executed this Agreement, it has carefully read the provisions of this Agreement and has understood them, and it has not relied upon any statement, representation, or warranty made by the other Party or agents other than as set out herein.

6.10 Laws and Venue - This Agreement shall be exclusively governed by and construed in accordance with the laws of the Republic of the Philippines and the Parties hereby agree to submit any dispute or controversy before the proper courts of Makati City to the exclusion of any other venue.

IN WITNESS WHEREOF, the parties herein have affixed their signatures on this Agreement at the place, day and year first above written.

**COMPREHENSIVE CREDIT
SERVICES INC.**

PJ LHUILLIER, INC.

By

By:



Signed in the presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF) Sc.

BEFORE ME, this _____ in Makati City, Philippines, the following persons personally appeared:

Name of Representative	Valid I.D. No.	Date / Place Issued

known to me to be the same persons who executed the foregoing agreement and they acknowledge to me that the same is their free voluntary act and deed as well as the company they each represent.

This instrument consists of ____ pages, including the page on which this acknowledgment is written.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal on the date and place first above written.

Doc. No. 74
Page No. 8
Book No. XXX
Series of 2018.

ATTY. JOSEPH J. SOLAR
NOTARY PUBLIC OF PASIG CITY
AM Adm. Not. Num. 1000217 valid from 12-17 until 12-31-2018
IBP Q.R. No. 1000217 valid from 12-17 up to Dec. 2018
PTR Q.R. No. 502-462-13 valid from 03-02-2018 to 12-31-2018
MCLE No. V-010258 valid from 04-10-2018 to 04/14/2019 PASIG CITY
Address: 31-F Harvard St. Cubao, Q.C.

KNOW ALL MEN BY THESE PRESENTS:

This BACKGROUND / CREDIT INVESTIGATION SERVICE AGREEMENT (AGREEMENT) executed this _____ between:

COMPREHENSIVE CREDIT SERVICES INC., a corporation organized and existing under the laws of the Philippines, with principal office at Unit 2503 and 2504 Summit One Tower, 530 Shaw Blvd, Mandaluyong City, represented herein by its President, MIGUEL CARLOS E. CASTILLO herein referred to as the **COMPREHENSIVE CREDIT SERVICES INC.**.

And

PJ LHUIILLIER, INC., a corporation organized and existing under the laws of the Philippines, with principal office at 821 Cebuana Lhuillier Bldg., A. Spring cor. JP Rizal St. Makati City, represented by its HR Division Head/ VP, MA. VERONICA A. VALIENTES herein referred to as **PJ LHUIILLIER, INC.**;

WITNESSETH THAT:

WHEREAS, the **PJ LHUIILLIER, INC.** is desirous of engaging the services of the **COMPREHENSIVE CREDIT SERVICES INC.** to handle its Background Investigation service requirements prior to the approval of the application of the applicant;

WHEREAS, the **COMPREHENSIVE CREDIT SERVICES INC.** represents that it has the competence and expertise, financial and technical capacity, trained personnel; equipment and other resources necessary to provide the aforementioned services;

WHEREAS, upon offer and acceptance made by one party to the other, the parties hereto have agreed to enter into this Agreement whereby the **COMPREHENSIVE CREDIT SERVICES INC.** shall render the aforementioned services in favor of the **PJ LHUIILLIER, INC.**, subject to the terms and conditions herein below set forth.

NOW THEREFORE, in consideration of the foregoing premises, the parties hereby agree as follows:

1. SCOPE OF SERVICES

The **COMPREHENSIVE CREDIT SERVICES INC.** shall undertake such activities as may be allowed under the law, which are necessary for the background investigation of the applicants. The services to be rendered by the **BACKGROUND INVESTIGATOR** shall include the following:

1.1 RESIDENCE / NEIGHBORHOOD CHECKING – Confirmation of the applicants residence/neighborhood;

1.2 SCHOLASTIC CHECKING – Verification and confirmation of school records of the applicant.

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Rosario/ver a leg

Rosario/ver a leg

1.3 EMPLOYMENT/PRE-EMPLOYMENT CHECKING – Verification and confirmation of employment and/or business of the applicant.

1.4 RELATED SERVICES – Validation of credit applicants contact telephone number and other pertinent information.

2. SERVICE AREA

2.1 Please refer to ANNEX 1

3. REPRESENTATIONS AND WARRANTIES

- A. **COMPREHENSIVE CREDIT SERVICES INC.** warrants that it is an independent service contractor in the Philippines and that it performs its services on its own account, under its own responsibility, according to its own manner and method, free from direct control and supervision of the **PJ LHUILLIER, INC.** on all matters relating to or connected with performance of the service covered under this Agreement, except as to result thereof.
- B. **COMPREHENSIVE CREDIT SERVICES INC.** exercises sole control and discretion with the hiring, discipline, control and termination of its credit investigators, employees and other Representatives. No employee – employer relationship exists between the **PJ LHUILLIER, INC.** and the personnel, employees, agents and other representatives of the **COMPREHENSIVE CREDIT SERVICES INC.**.
- C. **PJ LHUILLIER, INC.** shall have the right to defer payment of any amount due and payable to the **COMPREHENSIVE CREDIT SERVICES INC.** under any account subject of a work order issued to **COMPREHENSIVE CREDIT SERVICES INC.** until such time that **COMPREHENSIVE CREDIT SERVICES INC.** shall have complied, submitted and surrendered its entire obligation, documents and report pertinent to the account to the satisfaction of the **PJ LHUILLIER, INC.** The **PJ LHUILLIER, INC.** shall pay all claims for accounts not otherwise in dispute.
- D. **COMPREHENSIVE CREDIT SERVICES INC.** warrants to deliver the complete Background Investigation Report to the **PJ LHUILLIER, INC.** within five (5) working days from the date the assignment was received by **COMPREHENSIVE CREDIT SERVICES INC.**, for assignments within Metro Manila, to include Valenzuela, Cainta, Bacoor and San Pedro; case-to-case for Provincial assignments.
- E. In the event assignments are not accomplished within the specified period of time due to circumstances beyond **COMPREHENSIVE CREDIT SERVICES INC.** control (e.g. unlocated / fictitious address and fortuitous events), **CREDIT INVESTIGATOR** shall furnish the **PJ LHUILLIER, INC.** a written report on the reasons and status of pending documents within hours from the lapse of required period of time.



4. OBLIGATIONS OF COMPREHENSIVE CREDIT SERVICES INC.

Comprehensive Credit Services, Inc. undertakes the following:

- 4.1 All background investigations conducted pursuant to this Agreement shall be undertaken by competent, trained and qualified background/credit investigation personnel of the **COMPREHENSIVE CREDIT SERVICES INC.**;
- 4.2 The **COMPREHENSIVE CREDIT SERVICES INC.** shall ensure and warrant that its background investigation personnel shall conduct actual ocular inspections, interviews and investigations in connection with all referrals made by the **PJ LHUILLIER, INC.** and that all reports required under this Agreement shall be rendered truthfully and correctly in every respect. The **COMPREHENSIVE CREDIT SERVICES INC.** warrants that all information and documents submitted to the **PJ LHUILLIER, INC.** are all gathered from and accurately reflect Third Party sourced data and documents in accordance with the instructions of the **PJ LHUILLIER, INC.**
- 4.3 The **COMPREHENSIVE CREDIT SERVICES INC.** shall ensure that its background investigation personnel, employees, or representatives shall conduct themselves in a professional manner in all their dealings with the **PJ LHUILLIER, INC.**'s existing or prospective **PJ LHUILLIER, INC.**s and shall act with utmost courtesy to ensure that its acts shall not jeopardize or prejudice the goodwill and reputation of the **PJ LHUILLIER, INC.**
- 4.4 The **COMPREHENSIVE CREDIT SERVICES INC.** shall receive background investigation referrals on a daily basis thru email and the acknowledgement of the background investigation report shall be daily at the same time. Under this Agreement, the turn-around time for the Background Investigation Report shall be a maximum of five (5) working days for Metro Manila and on a case-to-case basis outside Metro Manila.
- 4.5 The **COMPREHENSIVE CREDIT SERVICES INC.** shall assign a Supervisor for all accounts or background investigation forwarded by the **PJ LHUILLIER, INC.**, to ensure an efficient and accurate background investigation of accounts, as well as, good coordination between the parties;
- 4.6 The **COMPREHENSIVE CREDIT SERVICES INC.** warrants that all its personnel assigned to handle credit investigation referrals of the **PJ LHUILLIER, INC.** have no criminal record, with good health conditions and no outstanding obligations with the **PJ LHUILLIER, INC.**

5. OBLIGATIONS OF PJ LHUILLIER, INC.

- 5.1 The **PJ LHUILLIER, INC.** shall pay the **COMPREHENSIVE CREDIT SERVICES INC.** per attached schedule
(Annex I).

5.2 The **COMPREHENSIVE CREDIT SERVICES INC.** shall use the same or substantially the same Background Investigation Report Form furnished by the **PJ LHUILLIER, INC.** to the **COMPREHENSIVE CREDIT SERVICES INC.**

6. BILLING

Billing shall be made every 15th of the month, yet for new PJ LHUILLIER, INC.s payment will be COD upon first endorsement. **PJ LHUILLIER, INC.** shall review and confirm the billing statement and remit payment within thirty (30) days from receipt thereof. However, no billing shall be paid for jobs deemed deficient (incomplete reports) by the **PJ LHUILLIER, INC.**

A late payment charge of 1.5 % of the total billing amount shall be imposed by CCSI for every month delayed payment.

7. CONFIDENTIALITY

The **COMPREHENSIVE CREDIT SERVICES INC.**, its officers, personnel, employees, agents and representatives undertake to keep confidential, except as required by law, all information obtained by it under this Agreement or as a result of the rendition of the background investigation services. If in the estimation of the service provider there is a threat to the integrity of the data held by it on behalf of the client or there is a danger of the data being compromised, Service Provider has the option of submitting and forwarding all known copies of the data including all storage devices containing the data to client for the latter's disposition. The Service Provider may make the submission at anytime that it determines it is to the best interest of the parties. The service provider shall not be held liable for any unauthorized access or loss of data stored after the completion of the background investigation and submission of the data as stated herein provided such unauthorized access or loss is not due to the fault or negligence of the Service Provider. Incase of completed billed and settled accounts not otherwise in dispute in any manner, The Service Provider may erase all data in its possession related to such account.

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8. GOVERNING LAW, VENUE

This Agreement shall be governed and construed under the laws of the Philippines. Any action arising from the Agreement shall be brought before the courts of Makati City, Pasay City or Pasig City.

9. NON-ASSIGNABILITY

The **COMPREHENSIVE CREDIT SERVICES INC.** shall not assign or transfer any of its rights, interest, and obligations under this Agreement without the prior written consent of the **PJ LHUILLIER, INC.**

Joseph

10. NON-LIABILITY

Neither party shall be held liable by the other party for any direct, indirect, consequential or contingent damages that may result from the implementation of this Agreement.

CCSI's liability shall not exceed the actual billing cost of the specific affected account endorsed to CCSI.

11. SEVERABILITY

If a competent court declares any provision of this Agreement invalid, the remaining provisions shall nevertheless remain in full force and effect.

12. EFFECTIVITY

This Agreement shall become effective upon the signing hereof and shall continue to remain valid for one year (1 year) and enforceable between the parties unless terminated by either party upon thirty (30) days prior written notice given by one to the other, without prejudice to the rights and obligations that have accrued as of the giving of such notice.

In the event of termination of this Agreement, **COMPREHENSIVE CREDIT SERVICES INC.** shall render a final report on the status of all pending accounts covered under this Agreement. This report shall be submitted to the **PJ LHUILLIER, INC.** within a period of 15 days after the date of effectivity of the termination.

Any amendments/revisions on any of the terms and conditions in this **AGREEMENT**, shall take effect only upon the written agreement of both parties. All other terms and conditions shall remain valid and enforceable.

Juliette

Jr. Pascual

John Rommeline

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this AGREEMENT.

COMPREHENSIVE CREDIT
SERVICES, INC.

By:



Mr. Miguel Carlos E. Castillo
President

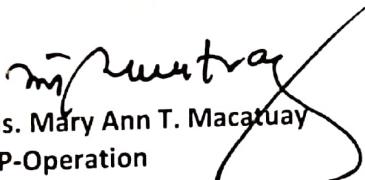
PJ LHUILLIER INC.

By:

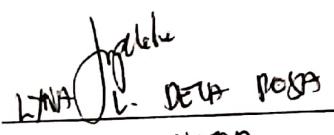


Ma. Veronica A. Valientes
HR Division Head/ VP

WITNESSES:



Ms. Mary Ann T. Macatua
VP-Operation



Liana C. De la Rosa
TBD HEAD

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY

) S.S.

BEFORE ME personally appeared:

NAME	CTC. NO. / GOVERNMENT ID. NO.	PLACE/DATE OF ISSUE

Known to be the same persons who executed the foregoing **AGREEMENT** for Background Investigation Services and they acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the corporation they present.

WITNESS MY HAND AND SEAL this OCT 02 2018 in QUEZON CITY.

Doc. No. 147;
Page No. 15;
Book No. XXXI;
Series of 2018

ATTY. ROGELIO J. BOLVAR
NOTARY PUBLIC IN QUEZON CITY
AM Adm. Not. Com. No. NIP-080 1-12-17 until 12-31-2016
IBP O.R No. 1038374 valid 2017 up to Dec. 2018
PTR O.R No. 5522486 C 1-3-18 until Jan 2018 / TIN# 130-671-009
MCLE No. V-0019286 valid from Oct 2017 until 14-03-19 PASIG CITY
Address: 31-F Marvalo St. Cubao, Q.C.

markman

J. Bolvar

Annex 1

PACKAGE	BI RATES		
CONTENTS	RATE	TAT	
ENTRY LEVEL HIRES	<ul style="list-style-type: none"> • Residential Verification via Phone • Verification of Educational Attainment • Character Reference (At least 3) • Financial/ Credit Check • Criminal Check (Local & National Check) 	750.00 + field rate	7-10 days
EXPERIENCED HIRES	<ul style="list-style-type: none"> • Residential Verification via Phone • Verification of Educational Attainment • Character Reference (At least 3) • Financial/ Credit Check • Criminal Check (Local & National Check) • Employment Verification (for the last 5 years) 	900.00 + field rate	7-10 days

NOTES:

1. Rate is subject to 12% VAT.
2. The rate will be doubled for RUSH reports, i.e. reports that needed before the agreed TAT.

[Handwritten signatures]
**It is understood by the parties that the rates indicated in this Annex are inclusive of the minimum ten percent (10%) Administrative Fee as mandated under the relevant regulations of the Department of Labor and Employment (DOLE).

CCSI FIELD RATE

AREA	TAT	Per Report	12% VAT	TOTAL
LUZON				
NCR				
Makati				
Mandaluyong				
Manila				
San Juan				
Pasig				
Marikina				
Quezon				
Caloocan	8 hrs	312.5	37.5	350
Malabon				
Navotas				
Valenzuela				
Pasay				
Paranaque				
Taguig				
Pateros				
Muntinlupa				
Las Piñas				
Cavite Region IV-A				
Bacoor				
Imus		546	65.52	611.52
Kawit				
Noveleta				
Rosario		714	85.68	799.68
Tanza				
Cavite Region IV-B				
Cavite City				
Naic				
Trece Martires		786	94.32	880.32
General Trias				
GMA				
Dasmariñas		714	85.68	799.68
Carmona				
Cavite Region IV-C				
Ternate				
Silang				
Amadeo				
Mendez				
Tagaytay		948	113.76	1061.76
Alfonso				
Maragondon				
Indang				
Magallanes				

Gen. Emilio Aguinaldo				
Rizal Region IV-A				
Cainta				
Taytay				
Antipolo				
	8 hrs	546	65.52	611.52
Rizal Region IV-B				
Angono				
Binangonan				
Cardona				
Morong				
Teresa				
San Mateo				
Baras	8 hrs	738		
Tanay				
Pililia				
Jala Jala				
Montalban				
Laguna Region IV-A				
San Pedro		546	65.52	611.52
Binan				
Sta Rosa				
Cabuyao		714	85.68	799.68
Laguna Region IV-B				
Calamba				
Los Banos				
Bay				
Calauan				
Victoria				
Nagcarlan				
Rizal				
San Pablo				
Alaminos				
Laguna Region IV-C				
Liliw				
Majayjay				
Cavite				
Luisiana				
Magdalena				
Sta Cruz				
Pagsanjan				
Lumban				
Kalayaan				
Pioche				
Pixel				
Pangil				
	8 hrs	948	113.76	1061.76

Mabitac				
Famy				
Sinuluan				
Sta Maria				
Quezon Region IV-A				
San Antonio				
Tiaong				
Dolores				
Sariaya				
Candelaria				
Lucban	8 hrs	1,476.00	177.12	1,653.12
Tayabas				
Pagbilao				
Sampaloc				
Lucena				
Mauban				
Polilio Island		4,500.00	540	5,040.00
Quezon Region IV-B				
Alimonan				
Padre Burgos				
Agdangan		1,578.00	189.36	1,767.36
Unisan				
Plandel				
Gumaca				
Pilogo				
Maca Lelon		1,818.00	218.16	2,036.16
Gen Luna				
Catanauan				
Mulanay				
San Francisco	8 hrs			
San Andres				
San Narciso				
Buena Vista				
Guinayangan		1,938.00	232.56	2,170.56
Lopez				
Calauag				
Tagkawayan				
Alabat				
Perez				
Aurora		2,500.00	300	2,800.00
Aurora Baler		3,500.00	420	3,920.00
Batangas Region IV-A				
Sto. Tomas				
Tanauan				
Malvar				
Talisay	8 hrs	1,050.00	126	1,176.00
Laurel				
Balete				

Manila
Dyke

Lipa City				
Mataas na Kahoy				
Lian				
Nasugbu				
Balayan				
Calaca				
Tuy				
Lemery				
Taal				
Sta Teresita				
Alitagtag				
Cuenca				
San Jose				
San Luis				
Bauan				
San Pascual	1 day	1,050.00	126.00	1,176.00
Batangas City				
Ibaan				
Rosario				
Padre Garcia				
Taysan				
Batangas Region IV-B				
San Juan				
Mabini				
Calatagan	1 day	1,356.00	162.72	1,518.72
Lobo				
Oriental Mindoro		5,000.00	600	5,600.00
Occidental Mindoro		5,000.00	600	5,600.00
Palawan		7,000.00	840	7,840.00
El Nido Palawan		8,000.00	960	8,960.00
Marinduque		5,500.00	660	6,160.00
Romblon		5,000.00	600	5,600.00
Bicol Region V				
Camarines Sur				
Naga				
Pili				
Iriga City	1 day	2,820.00	338.4	3,158.40
Legazpi		3,060.00	367.2	3,427.20
Albay		3,800.00	456	4,256.00
Catanduanes		4,700.00	564	5,264.00
Sorsogon		4,860.00	583.2	5,443.20
Masbate		5,000.00	600	5,600.00
Region III - Central Luzon	1 day			
Bulacan		738	88.56	826.56
Pampanga		786	94.32	880.32
Tarlac		786	94.32	880.32

Zambales				
Bataan		1,620.00	194.4	1,814.40
Nueva Ecija		1,620.00	194.4	1,814.40
		786	94.32	880.32
Cordillera Admin Region				
Benguet				
Baguio		1,320.00	158.4	1,478.40
Ifugao		1,560.00	187.2	1,747.20
Mountain Province		1,800.00	216	2,016.00
Kalinga		2,340.00	280.8	2,620.80
Abra		2,340.00	280.8	2,620.80
Apayao		2,340.00	280.8	2,620.80
Region II - Cagayan Valley	2 days			
Nueva Vizcaya		2,154.00	258.48	2,412.48
Quirino				
Isabela		2,274.00	272.88	2,546.88
Cagayan				
Tuguegarao		2,274.00	272.88	2,546.88
Region I - Ilocos/Pangasinan				
Pangasinan		954	114.48	1,068.48
La Union		984	118.08	1,102.08
Ilocos Sur		2,394.00	287.28	2,681.28
Ilocos Norte		2,394.00	287.28	2,681.28
WESTERN VISAYAS	2 days			
Aklan		1,962.00	235.44	2,197.44
Capiz		1,134.00	136.08	1,270.08
Iloilo		1,362.00	163.44	1,525.44
Antique		1,362.00	163.44	1,525.44
Guimaras		1,134.00	136.08	1,270.08
Negros Occidental		1,362.00	163.44	1,525.44
Bacolod				
Talisay				
Victoria				
Cadiz		1,410.00	169.2	1,579.20
Sagay				
Bago				
La Carlota				
San Carlos		1,494.00	179.28	1,673.28
Kabankalan				
CENTRAL VISAYAS	1 days			
Benhil		1,140.00	136.8	1,276.80
Cebu				
Danao				
Lapu-Lapu				
Mandaue		954	114.48	1,068.48
Toledo				

		2,160.00	259.2	2,419.20
EASTERN VISAYAS				
Samar	2 days			
Ormoc Leyte		5,700.00	684	6,384.00
Southern Leyte		5,000.00	600	5,600.00
		7,000.00	840	7,840.00
MINDANAO				
Misamis Oriental	2 days			
Cagayan De Oro				
Gingoog		630	75.6	705.60
Agusan Del Norte		894	107.28	1,001.28
Butuan				
Agusan Del Sur		2,160	259.2	2,419.20
Properidad				
Surigao Del Sur		1,374.00	164.88	1,538.88
Tandag		2,130.00	255.6	2,385.60
Lanao Del Norte				
Tubod				
Ilagan		1,080.00	129.6	1,209.60
Bukidnon		1,194.00	143.28	1,337.28
Malanbalay		1,014.00	121.68	1,135.68
Lanao Del Sur (ARMM)				
Marawi		1314	157.68	1,471.68
Misamis Occidental				
Oroquieta		1794	215.28	2,009.28
Ozamis		2,754.00	330.48	3,084.48
Tangub				
Zamboanga Del Norte				
Dipolog		2,994.00	359.28	3,353.28
Dapitan				
Zamboanga Del Sur				
Pagadian		2,034.00	244.08	2,278.08
Zamboanga City		2,394.00	287.28	2,681.28
Davao del Sur		894	107.28	1,001.28
Davao city		660	79.2	739.2
Digos				
Davao del Norte				
Tagum		720	86.4	806.4
Compostela Valley				
Nasunturan		900	108	1008
Davao Oriental		2,400.00	288	2688
Mati		840	100.8	940.8
North Cotabato				
Kidapawan		1,216.00	146.16	1364.16
South Cotabato				
Koronada		1,794.00	215.28	2,009.28
General Santos				
Sarangani				

Alabed		1,914.00	229.68	2,143.68
Sultan Kudarat				
Maguindanao				
Shariss Aguak		2,094.00	251.28	2,345.28

Note: Other areas that are not mentioned in the pricelist may be negotiated with marketing department

*It is understood by the parties that the rates indicated in this Annex are inclusive of the minimum ten percent (10%) Administrative Fee as mandated under the relevant regulations of the Department of labor and Employment (DOLE).

Murad

Jyoti

Logaram