

*Confidential*  
July 22, 2025

CITCO



## CITCO TRAINEESHIP PROGRAM AGREEMENT

This Agreement is made and executed by and between CITCO INTERNATIONAL SUPPORT SERVICES LIMITED – PHILIPPINE BRANCH, duly licensed to do business in the Philippines, with office address at 2<sup>nd</sup> Floor, Clark Center 08 Berthaphil Clark Center, Jose Abad Santos Avenue Clark Freeport Zone, Philippines, represented by its Country General Manager, Marlon Talusan, and HR SEVP, Chris Collins, referred to as the “COMPANY” and Neil Carlo Zapanta, of legal age, Filipino, and a resident of 743 Wawa Street, Barangay Iba, Hagonoy, Bulacan, 3002 Philippines, hereinafter referred to as the “TRAINEE”.

### 1. GENERAL TERMS AND CONDITIONS

- 1.1. The Citco New Graduates Training Program is a training program with the aim to provide opportunities to young graduates. It is specially designed to provide exposure in the field of Information Technology in a global environment.
- 1.2. The TRAINEE voluntarily applied for and hereby agrees to be part of the Training Program under the management and supervision of Kristina Michelle Morrow.
- 1.3. The TRAINEE will be in a 6-month training program from September 1, 2025 to March 1, 2026. During this period, TRAINEE shall undergo and receive intensive training that will be assigned from time to time by his supervisor.
- 1.4. In return, the TRAINEE hereby agrees to demonstrate reasonable standards of performance and competence through assigned tasks as may be required as part of the training. The COMPANY may terminate this agreement anytime should the TRAINEE fail to demonstrate the reasonable standards of performance and competence as specified below:
  - Complete all assignments per course within the allotted time
  - Pass all quizzes per course with minimum 50% mark
  - Pass the final evaluation at the end of each course with minimum of 70% mark

This agreement does not bind the Company to any commitment to the TRAINEE for a regular position in the COMPANY. However, the COMPANY may opt to formally hire the TRAINEE for a regular position subject to the outcome of his/her performance and competence within the duration of the Training Program.

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E clark@citco.com

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1.5. The TRAINEE hereby agrees to observe and comply with Company's standard rules, policies and regulations as stated in the Citco Employee Handbook. TRAINEE confirms that he/she has read and understood the handbook and each of the policies and agrees to act accordingly to the contents therein.

1.6. The TRAINEE shall be assigned to report for work in any eight (8) hour work shift (exclusive of the 1 hour meal break).

## 2. ALLOWANCE

2.1. Whilst on the TRAINING PROGRAM, the TRAINEE shall receive a monthly allowance amounting to **Twenty Five Thousand Pesos (PHP25,000.00)** payable every 5th of each month within the duration of the training program.

2.2. The monthly allowance is subject to applicable withholding taxes as may be required in accordance with legislation in force from time to time. Subject to existing laws, Trainee consents to and acknowledges that the Company has the right to deduct from his pay any sums that Trainee owes the Company, including but not restricted to any overpayments.

2.3. It is understood that the allowance details are personal and strictly confidential. Trainee are not to disclose his allowance details to anyone, internally or externally.

## 3. RESTRICTIVE COVENANTS

3.1. TRAINEE agrees to communicate to the COMPANY promptly and fully all discoveries, improvements, and inventions made or conceived by TRAINEE (either solely or jointly with others) within the duration of the program which are along the lines of the actual or anticipated business, work or inventions of the COMPANY or which result from or are suggested by any work Employee may do for the COMPANY; and such discoveries, improvements or inventions, whether or not they contain intellectual property rights capable of protection, shall be and at all times remain the sole and exclusive property of the COMPANY.

3.2. In the course of the program, the TRAINEE may be handling confidential and sensitive information. The TRAINEE shall not disclose any COMPANY information to any other party unless authorized in writing to do so by the immediate superior, violation of which shall result to immediate termination. All information related to the COMPANY, its services and clients are presumed confidential and sensitive information.

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- 3.3 The prohibition to disclose confidential and sensitive information shall apply even after the culmination of the Training Program, violation of which shall entitle the COMPANY to liquidated damages in the amount of Five Hundred Thousand Pesos (PHP500,000.00) against the former TRAINEE. This amount may change as may be ascertained in court if found inequitable to either party.
- 3.4 The TRAINEE shall declare any issues or conflict of interest immediately upon his discovery of the existence of such conflicts. Failure to declare such circumstances, or the COMPANY'S discovery of the existence of such conflicts before the declaration, shall be sufficient ground for termination.

#### 4. LEGAL CONSTRUCTION

- 4.1. This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Company and shall be amended or modified only by written instrument signed by both parties hereto.
- 4.2. This Agreement is personal in its nature and both parties shall not assign or transfer this Agreement or any rights, duties or obligations hereunder to a third party.
- 4.3. If any of the terms and conditions stipulated in this agreement becomes or is held to be invalid, illegal or unenforceable in any respect under the law, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired.
- 4.4. All terms and conditions of this agreement shall be construed under the laws of the Republic of the Philippines. With the exception of cases within the exclusive jurisdiction of the National Labor
- 4.5. Relations Commissions (NLRC), all cases and claims arising from or in connection with this Employment Agreement, the venue of action or litigation shall be exclusively in Clark, Philippines and the amount equivalent to twenty five percent (25%) of the amount claimed shall be due and demandable as attorney's fees.

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**CITCO****5. Counterparts and Electronic Signatures**

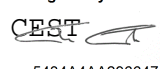
This Agreement may be executed in one or more counterparts, each of which when executed shall be deemed to be an original instrument and all of which taken together shall constitute one and the same agreement. The parties acknowledge and agree that this Agreement may be executed by electronic signature. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

Yours sincerely,

Citco International Support Services Limited – Philippine Branch

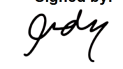
DocuSigned by:  
  
30133F67EEB441A...  
**Marlon Talusan**  
General Manager

July 24, 2025 | 11:54:29 AM CEST

Signed by:  
  
5434A4AA296647A...  
**Chris Collins**  
HR SEVP

July 24, 2025 | 3:12:56 PM CEST

Agreed and accepted:

Signed by:  
  
D56FD3B4C9EB4E1...  
**Neil Carlo Zapanta**

July 25, 2025 | 8:52:14 AM CEST

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CITCO

IT Intern  
Philippines

Your Role:

- The primary objective of the Intern is to learn the technology and the firm's culture. Success as an Intern will result in a full-time position after the candidate graduates.
- Demonstrate an in-depth knowledge of technology, products, and services relevant to own department; take an active interest in the overall Citco technology and business environments and in developments within the industry.
- Demonstrates proficiency in all relevant technologies required to successfully operate within the role and department.
- Possesses an in-depth knowledge of processes and products relevant to the role.
- Displays a thorough understanding of the broader IT and business strategy and services delivered by different departments within Citco.
- Uses technology efficiently and creatively to reduce manual work.

Signed by:  
  
D56FD3B4C9EB4E1...

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## Job Offer Instruction

Congratulations!

We are pleased to offer you an internship with Citco.

As part of your on-boarding process, please review carefully the attached employment agreement and some required documents you need to comply. Your employment agreement will be received via Docusign which you can review and accept by clicking on the button labeled "review documents".

At Citco, we strive to succeed and your individual success is our priority.

To ensure a smooth onboarding experience for you, please follow the following instructions:

1. Please submit within 48 hours upon receipt of this notice all listed documents below to [MyOnboarding@citco.com](mailto:MyOnboarding@citco.com).
2. In your email subject line, please use New Hire-Job Offer: Last Name, First name.
3. Limit your file to 8MB only. Please send your file in batches if it is bigger than 8MB.

Important:

- a. Please do not use google drive because this is not a supported site of Citco.
- b. Please note that any delay in the return or submission of your completed documentation may lead to the delay of your start date with Citco.

Please find below the detailed instructions on how to process each of your on-boarding requirements:

<u>PRE-EMPLOYMENT REQUIREMENTS</u> <u>LIST</u>	<u>INSTRUCTIONS</u> <u>*please rename each of your file using this format: Last Name File name (ex. Dela Cruz Proof of SSS)</u>
Signed Offer Letter, Employment Agreement and Summary of Benefits (Appendix B)	Sign via DocuSign
Signed Job Description	Sign via DocuSign
Background Check Verification via HireRight	<ol style="list-style-type: none"> <li>a. You will receive an email from HireRight to start your Background Verification.</li> <li>b. Follow carefully the instructions in the email.</li> <li>c. Please click the link provided to you to access the background verification portal</li> <li>d. You are given <u>48 hours</u> to complete the information needed in your background verification online.</li> </ol>

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	<p>e. Please prepare the following documents below which you are required to submit/upload in the background verification portal:</p> <ol style="list-style-type: none"> <li>1. TOR or Diploma or Certificate of Graduation</li> <li>2. COE from previous employer (if applicable)</li> </ol> <p>Please ensure that all information you provided are correct. Wrong information provided may result to the delay of your start date.</p>
Proof of TIN	<p>Submit any of the following: TIN ID, Previous or current 2316, any BIR Form or TIN Verification slip (with BIR stamp), or Screenshot of TIN from ORUS or Revie website</p> <p>For those without existing TIN number, you need to personally file for a 1904 form to the nearest BIR branch.</p>
PSA Copy of Birth Certificate and/or Marriage Certificate	Marriage Certificate (for married individual only)
2x2 photo with white background	Soft copy only
Copy of 2 valid IDs	Submit any of the following: Passport, Driver License, or any government issued ID with signature
Valid NBI Clearance	You are required to submit your valid NBI Clearance
Pre-Employment Medical Examination	<ol style="list-style-type: none"> <li>a. Please take your pre-employment medical examination through Aventus Clinic only.</li> <li>b. Book an appointment in Aventus portal on the earliest date available.</li> </ol> <p>Enclosed herein is your PEME Letter of Endorsement along with the guidelines on how to book an appointment.</p>
Accomplished UnionBank Payroll Online Application	<ol style="list-style-type: none"> <li>a. You will receive a unique reference code from UBP via text message 2 weeks prior your onboarding date. Use this code to open your payroll account. HR will also notify you via email once the code has been initiated.</li> <li>b. Complete the account opening upon receiving the code as it will expire if not used within 5 days.</li> </ol> <p>Enclosed herein User Guide – UBP Payroll Bank Account Application</p>

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Reminders:

1. Please ensure proper handling and safekeeping of above documents as HR might require you to submit the hard copies if needed.
2. Kindly check your email and SMS from time to time as you will receive notification for Background Screening and UBP online application.
3. Due to regulatory requirements, we have strict cut off dates for you to comply. Failure to complete the required tasks within the allotted time may result for payroll hold, start date push back or withdrawal of this offer employment.

Should there be any concern, feel free to reach out to [MyOnboarding@citco.com](mailto:MyOnboarding@citco.com)

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FORM D - PEME

**LETTER OF ENDORSEMENT  
PRE-EMPLOYMENT MEDICAL EXAMINATION  
CITCO INTERNATIONAL SUPPORT SERVICES LIMITED – PHILIPPINE BRANCH**

LOA Approval Code	CITCO-P20240223	
Clinic	AVENTUS MEDICAL CARE	Date Issued
Name of Applicant	Age / Sex	
PEME Package (Basic 5)	Physical Examination (with visual acuity and BMI)	
	Chest x-ray PA	
	Complete Blood Count (CBC)	
	Urinalysis	
	Stool Exam	
Additional Test	Drug Test for Shabu and Marijuana	
Remarks	PEME cost shall be charged to Insular Health Care Please email results to <a href="mailto:Myonboarding@citco.com">Myonboarding@citco.com</a>	

**Important reminders for applicant:**

- Present this Letter of Endorsement (LOE) to the clinic together with any two (2) government issued IDs with picture.
- Urine collection will be done during the actual medical exam preferably collected midstream. For females, at least seven (7) days after first day of menstruation.
- For stool examination, collect pea-sized stool specimen and place in a clean container. Submit to the laboratory within two (2) hours of collection.
- If with eyeglasses, please bring during the examination (visual acuity).
- Repeat examination/clearances (i.e. repeat urinalysis, pulmo clearance, cardio clearance, othe view of x-ray) will be shouldered by the applicant.
- For PEME concerns, you may reach out to [Myonboarding@citco.com](mailto:Myonboarding@citco.com)

Authorized HR Representative

Leilani Zeta

Applicant's Printed Name and Signature:

To Aventus: Kindly attach this LOE to your billing statement and forward to IHC Claims department within 60 days for processing of payment. Please send to INSULAR HEALTH CARE, INC. 7/F Insular Health Care Building 167 Dela Rosa corner Legazpi Sts. Legazpi Village, Makati City 1229 or through email to [ihcclaimsreceiving@insularhealthcare.com.ph](mailto:ihcclaimsreceiving@insularhealthcare.com.ph)

Here are the following reminders to book your PEME appointment with Aventus Medical Care:

1. Book via website thru this link or scan the QR code below:

Website link: <https://www.ventusmedical.net/AventusWebsite/>

QR code:



2. Please select **PRE EMPLOYMENT** under Type of Service
3. Choose your preferred clinic branch (see list below)
4. Kindly type your complete company name in the **COMPANY** field as **“Citco International Support Services Limited - Philippine BRANCH”**
  - (Pls. indicate the complete the correct company name including if there are any special characters such as comma (,), period (.) and dash (-).
  - Wrong input or incomplete company name will result to error in booking. Kindly ensure to follow correct instructions.
5. You will be receiving a confirmation message once booking is successful.
6. If you encounter any error, please try to refresh or reload the website. Check your internet connection and try again.
7. Once appointment is confirmed, proceed to the clinic on the scheduled appointment date and bring the Letter of Endorsement (LOE) based on your designated company.

For any booking concerns or questions, you may contact our hotline at Globe: **(0917) 858-4526** ;  
Smart: **(0919) 086-7104** or email at [appointmentssetting@ventusmedical.com.ph](mailto:appointmentssetting@ventusmedical.com.ph)



**AVENTUS**  
MEDICAL CARE INC.

OUR METRO MANILA CLINICS		
<b>ALABANG</b>	2/F Sycamore Arcs 1 Building, Buencamino Street, Alabang-Zapote Road Muntinlupa, Metro Manila 1780, Alabang, Muntinlupa City	(02) 8556-3598 (02) 8556-3592 (02) 8556-3596 (02) 8556-3594 Telefax (02) 8556 3594 Globe +63 917 813 3154
<b>AYALA NORTH EXCHANGE</b>	Unit 61-62, 3/F Ayala North Exchange, Ayala Avenue cor. Salcedo Street Legaspi Village, Metro Manila 1229, San Lorenzo, Makati City	(02) 8425-1607 (02) 8425-1624 (02) 8425-1610 Globe +63 917 850 0356
<b>BGC, TAGUIG</b>	G/F Unit 1 & Basement Unit 2 Citibank Plaza, 34th Street corner Lane D Bonifacio Global City, Metro Manila 1630, Fort Bonifacio, Taguig City	(02) 8352-8335 (02) 8362-0042 (02) 8646-4147 (02) 8254-5101 Globe +63 917 823 7027
<b>CUBAO, QUEZON CITY</b>	G/F Unit 17-18 Manhattan Parkview Tower One, General Romulo Avenue, Barangay Socorro, Araneta City Cubao, 1109, Quezon City	(02) 8245-0976 (02) 7933-5754
<b>EASTWOOD, QUEZON CITY</b>	6th flr Unit 2A Eastwood Cyber One building, Eastwood City Cyberpark 188 E. Rodriguez Jr. Avenue Brgy. Bagumbayan, Quezon City	(02) 8775-6132 (02) 8475-4405 (02) 8641-2515 Globe +63 917-837-8714
<b>FILOMENA, MAKATI</b>	6/F Filomena Building, 104 Amorsoto Street Legaspi Village, Metro Manila 1229, San Lorenzo, Makati City	(02) 8817-2715 (02) 8519-6787 Globe +63 917 826 0504 X-Ray Dept 88693289 Rehab Dept 09178239456 Dental Clinic 87101412, 0926 699 4534
<b>MANDALUYONG</b>	Lower 2/F St. Francis Square Building Julia Vargas Ave., corner Bank Drive Ortigas Center, Metro Manila 1550, Mandaluyong City	(02) 8542-6578 (02) 7255 8974 Globe: 0917-831-5887
<b>MANILA</b>	5/F Times Plaza Building Taft Avenue corner United Nations Avenue Ermita, Metro Manila 1000, Ermita, Manila City	(02) 8353-6807 (02) 8518-0056 (02) 8353-6808 8559-7453 Globe +63 917 814 2914
<b>NORTH EDSA, QUEZON CITY</b>	G/F & 2/F, Philippine College of Surgeons Building 992 EDSA, Metro Manila 1105, Ramon Magsaysay, Quezon City	(02) 8352-4676 (02) 8352-4677 (02) 8352-4675 (02) 3455-1930 Globe +63 917 830 6257
<b>ORTIGAS, PASIG</b>	Units 15, 16 & 18-20 G/F AIC Grande Tower Sapphire Road corner Garnet Street Ortigas Center, Metro Manila 1605, Pasig City	(02) 8584-2430 (02) 8570-9967 Globe +63 917 811 5895
<b>PARAÑAQUE</b>	Unit 9 Ground Floor Aseana One Building, Bradco Avenue Aseana City Parañaque City 1702, Bacalaran, Parañaque City	(02) 8245-3611 (02) 8245-3603
<b>PASAY</b>	Unit 109 & 110 G/F Scape Building 24 Diosdado Macapagal Avenue, Pearl Drive Central Business Park, Barangay 76 San Rafael, Metro Manila 1630, Barangay 76, Pasay City	(02) 8838-0627 (02) 8839-0298 (02) 8541-5645 Globe +63 917 818 0987
OUR NORTH LUZON CLINIC		
<b>PAMPANGA</b>	GF BPO Building 5, SM City Clark, M.A. Roxas Highway, Malabánias, Angeles City, Pampanga	(045) 499-8420 (045) 499-8419 (045) 499-8417 Globe +63 917 830 2281
OUR SOUTH LUZON CLINICS		
<b>CALAMBA</b>	Ground Floor Marchi Square, Paciano Rizal, Calamba City, Laguna	(049) 508-1806 Globe +63 917 841 3173
<b>DASMARIÑAS</b>	Commercial Space 1-2 G/F, Antlers Square II, Pasong Lawin, BuroI, Dasmariñas City, Cavite	(0917) 837 4728 (046) 894-8325
<b>STA. ROSA</b>	2/F Carvajal Building 2 National Highway Balibago Sta. Rosa City, Laguna 4026, Balibago, Santa Rosa City, Laguna	(049) 302-5046 (049) 530-0484 (02) 8519 - 4337 Globe +63 917 841 4088
OUR VISAYAS CLINICS		
<b>BACOLOD</b>	RL Jocson Bldg. 21st St. B.S. Aquino Drive, Barangay 5, Bacolod City, Negros Occidental	(034) 213-0766 (034) 213-0762 (034) 704-9247 Globe +63 917 847 6290
<b>CEBU CYBERGATE</b>	Unit 302 & 309, Level 3, 2029 Robinsons Cybergate Don G. Garcia and J. Llorente Sts., Capitol Site, Cebu City 6000, Capitol Site, Cebu City, Cebu	(032) 236-9028 (032) 238-3922 (032) 238-7672 (032) 238-7682
<b>CEBU IT PARK</b>	Unit 203 2/F TGU Tower, Phase 1 Asiatown I.T. Park, Apas, Cebu City 6000, Apas, Cebu City, Cebu	(032) 268-8072 (032) 268-8902 (032) 268-9236

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## Payroll Bank Application - User Guide

### General Reminders in using the ePayDAO Facility

1. Please DO NOT share or send your Reference Code to anyone, except for authorized UnionBank representatives who are officially assisting you with your application queries and troubleshooting requests.
2. If you did not receive an SMS/text message containing your reference Code, please inform your Corporate HR so that they could double-check the uploaded mobile number.
3. Your Reference Code will expire after five (5) calendar days from the date of the enrollment initiated by your Corporate HR. After expiration, the code may no longer be used to enter the UnionBank Online app.
4. If you already have an existing UnionBank Online profile, please log out from your existing app profile and create a new one by deleting and re-downloading the app.
5. Your Corporate HR may return your application to request for document re-uploads due to blurred photos, expired IDs, etc. You will receive the notification for returned applications via email and re-log in to the UnionBank Online app using your nominated username and password.
6. If you accidentally leave the UnionBank Online form/site in the middle of your application, you may go back by re-logging in using your username and password (when application was discontinued AFTER username and password nomination) or by inputting your Reference Code again (when application was discontinued BEFORE username and password nomination).
7. In your ePaycard DAO application, you must nominate an email address that has not been used yet for any UnionBank Online App profile as the email address is a unique identifier being used by the bank.

## Steps in Creating Payroll Bank Account

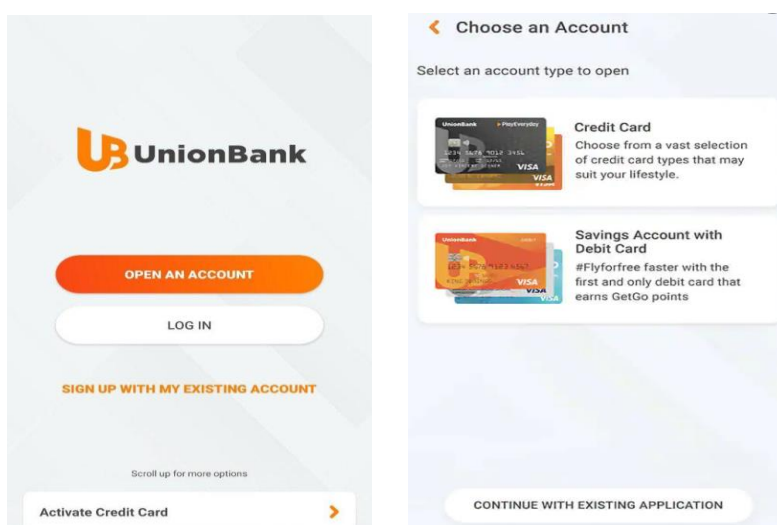
The Unique Reference Code from UnionBank will be sent to you **2 weeks prior your onboarding date**. Once received, kindly proceed to the following steps on how to register successfully.

Kindly take note that the reference code will expire in 5 days of non usage. If the Reference Code has expired, please send an email to MyHR @citco.com.

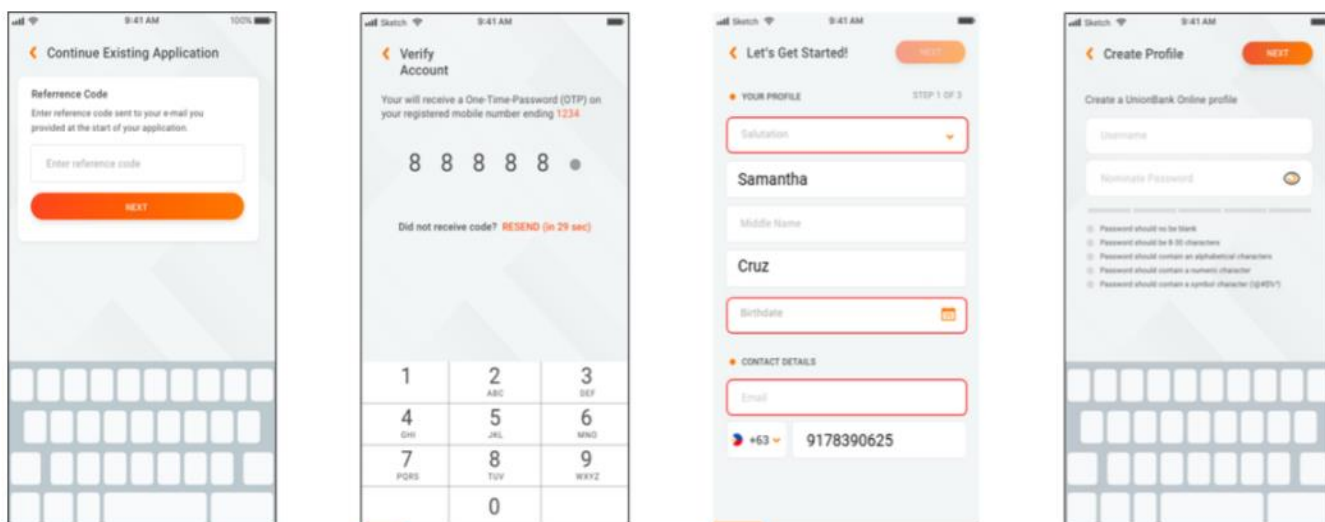
### FOR MOBILE APP

**STEP 1.** Download the UnionBank Online App

**STEP 2.** Click “Open an Account” then “Continue with Existing Application”



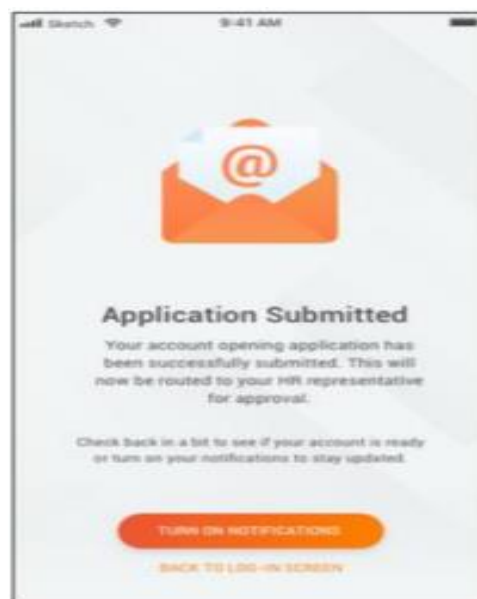
**STEP 3.** Input Unique Reference Code, click Next and input the OTP



**STEP 4.** Fill out all required information and upload necessary documents

- Input Personal and Financial Information
- Capture and upload valid ID/s
- Take selfie or upload a clear photo
- Input signature thrice (3 times)

**STEP 5.** Review inputted information, tick attestations then Click Submit. **\*\*Please ensure that your email address is active and correct.**



**STEP 6:** Application will be routed to HR for review. Once approved, UnionBank will send you an email for activation of account number. Please make sure to check your email from time to time as the activation code will expire within 24 hours. If you forget to activate, you can request another code by logging into your UnionBank account.



## FOR WEB APP

**STEP 1.** Access the UnionBank Web App ([online.unionbankph.com](https://online.unionbankph.com))

**STEP 2.** Click “Sign Up Now” > “I want to open a UnionBank Account” > “Continue with Existing Application”

The first screenshot shows the UnionBank login page. It features the UnionBank logo, a CyberSure security notice, a URL verification bar, and input fields for User ID and Password. There is a 'LOG IN' button, a 'Forgot my User ID or Password' link, and a 'SIGN UP NOW' button highlighted with a red box. Below the login section is a link to 'Unlock my profile'.

The second screenshot shows the 'Sign up' page. It features the UnionBank logo, an illustration of a couple, and the text 'Welcome to UnionBank Online!'. There are two buttons: 'I WANT TO OPEN A UNIONBANK ACCOUNT' and 'I ALREADY HAVE AN ACCOUNT', both highlighted with red boxes.

The third screenshot shows the 'Open an Account' page. It features the UnionBank logo and the text 'Select an account type to open.' There are three account type options: 'Credit Cards', 'Savings Accounts with Debit Card', and 'UnionBank ePaycard Payroll Account'. At the bottom, the 'CONTINUE WITH EXISTING APPLICATION' button is highlighted with a red box.

**STEP 3.** Input Unique Reference Code, click “Next” and input the OTP

The first screenshot shows the 'Continue Existing Application' page. It features the UnionBank logo, a CyberSure security notice, a URL verification bar, and a text prompt to 'Enter reference code sent to your e-mail you provided at the start of your application.' There is an input field for the reference code, a 'NEXT' button highlighted with a red box, and a 'Back to LOGIN' link.

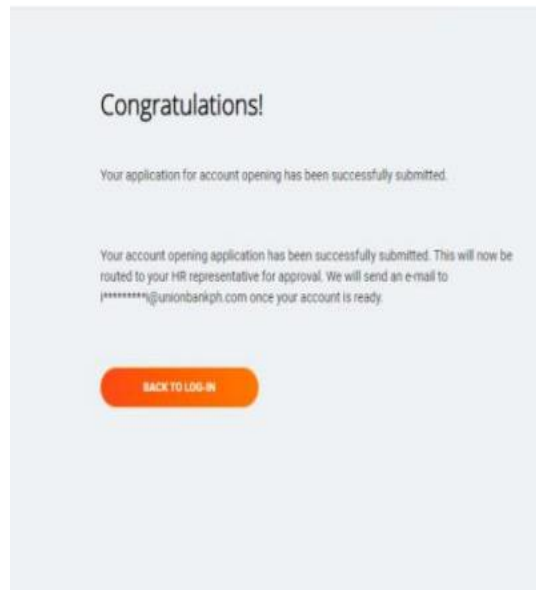
The second screenshot shows the 'Let's Get Started!' page. It features the UnionBank logo, a CyberSure security notice, a URL verification bar, and a text prompt to 'Let's Get Started!'. There are input fields for Name (Mr. Samantha de Vera), Date of Birth (September 15, 1999), Email (samanthacruz@gmail.com), and Phone Number (+63 9602355604). At the bottom, the 'NEXT' button is highlighted with a red box.



**STEP 4.** Fill out all required information and upload necessary documents

- Input Personal and Financial Information
- Capture and upload valid ID/s
- Take selfie or upload a clear photo
- Input signature thrice (3 times)

**STEP 5.** Review inputted information, tick attestations then Click Submit. **\*\*Please ensure that your registered email address is correct and active.**



**STEP 6:** Application will be routed to HR for review. Once approved, UnionBank will send you an email for activation of account number. Please make sure to check your email from time to time as the activation code will expire within 24 hours. If you forget to activate, you can request another code by logging into your UnionBank account.

## How do I enroll to eDAO if I already have an existing UnionBank account and UnionBank Online profile beforehand?

### *For Mobile App*

1. Delete your UnionBank Online App
2. Go to the AppStore or Google Play and Re-download the same app.
3. Open the UnionBank Online App and proceed with Step 3.

### *For Web App*

1. Visit the UnionBank Online Website.
2. Click "Sign up now" button and proceed with the application

*Further instructions on how to claim ATM card will be provided upon joining.*

## Certificate Of Completion

Envelope Id: 23FCD42C-6053-4CA3-913E-A13DCA10CAE3  
 Subject: Please sign the attached Traineeship Agreement - Neil Carlo Zapanta  
 Client Name: Neil Carlo Zapanta  
 Line Of Business: CTM  
 Region: Asia

Status: Completed

### Source Envelope:

Document Pages: 18  
 Certificate Pages: 2  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Envelope Originator:  
 Anne Cruz  
 89 Nexus Way, 2nd Floor  
 Camana Bay  
 KY1-1205 Grand Cayman, Grand Cayman  
 KY1-1205  
 AMCruz@citco.com  
 IP Address: 120.89.40.139

## Record Tracking

Status: Original  
 7/22/2025 6:22:59 PM

Holder: Anne Cruz  
 AMCruz@citco.com

Location: DocuSign

## Signer Events

Marlon Talusan  
 MTalusan@Citco.com  
 Security Level: Email, Account Authentication  
 (None), Authentication

## Signature

DocuSigned by:  
  
 30133F67EEB441A...

Signature Adoption: Uploaded Signature Image  
 Using IP Address: 119.92.171.217

## Timestamp

Sent: 7/22/2025 6:28:16 PM  
 Viewed: 7/24/2025 11:53:42 AM  
 Signed: 7/24/2025 11:54:29 AM

## Authentication Details

SMS Auth:  
 Transaction: d299469d-5773-4fc8-8f53-11e11af9ce8e  
 Result: passed  
 Vendor ID: TeleSign  
 Type: SMSAuth  
 Performed: 7/24/2025 11:53:37 AM  
 Phone: +63 917 558 2960

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Chris Collins  
 chcollins@Citco.com  
 Head of Human Resources  
 Citco HR Reward & Retention  
 Security Level: Email, Account Authentication  
 (None), Authentication

Signed by:  
  
 5434A4AA296647A...


Signature Adoption: Uploaded Signature Image  
 Using IP Address: 209.87.104.254

Sent: 7/22/2025 6:28:17 PM  
 Viewed: 7/24/2025 3:12:49 PM  
 Signed: 7/24/2025 3:12:56 PM

## Authentication Details

SMS Auth:  
 Transaction: 12a5032d-3123-4528-aa3e-6502e2c149cf  
 Result: passed  
 Vendor ID: TeleSign  
 Type: SMSAuth  
 Performed: 7/24/2025 3:12:43 PM  
 Phone: +353 86 024 4070

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Signer Events	Signature	Timestamp
Neil Carlo Zapanta neilzapanta1@gmail.com Security Level: Email, Account Authentication (None)	<div>Signed by:  D56FD3B4C9EB4E1...</div> <div>Signature Adoption: Uploaded Signature Image Using IP Address: 61.245.8.242</div>	Sent: 7/24/2025 3:12:58 PM Viewed: 7/25/2025 5:33:55 AM Signed: 7/25/2025 8:52:14 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
MyHR MyHR@citco.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/25/2025 8:52:16 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/22/2025 6:28:17 PM
Certified Delivered	Security Checked	7/25/2025 5:33:55 AM
Signing Complete	Security Checked	7/25/2025 8:52:14 AM
Completed	Security Checked	7/25/2025 8:52:16 AM
Payment Events	Status	Timestamps