# CARDHOLDER REQUEST FOR COPY OF CHARGE SLIP



Instructions:

1. Fill out the CUSTOMER INFORMATION and TRANSACTION DETAILS portion of the form completely and legibly

2. Email at callcenter@bdo.com.ph

## **CUSTOMER INFORMATION**

Customer Name (Last, First, M.I.)



## **TRANSACTION DETAILS**

TRANSACTION DATE	POST DATE	MERCHANT NAME	TRANSACTION AMOUNT (Php)	TRANSACTION AMOUNT (Foreign)

#### **Important Reminder:**

In case the charge slip being requested is related to an an airline ticket transaction, please be informed that charge slip retrieval may cause a hold or cancellation of the related travel booking. Please contact your airline directly.

#### **TERMS AND CONDITIONS**

- 1. Each requested sales slip is subject to a retrieval fee of P300.00 for local transactions and P500.00 for international transactions.
- 2. If the retrieved document is proven to be not a transaction of the requesting cardholder, the transaction amount will be credited to the account. No sales slip retrieval fee will be charged.
- 3. In compliance with Brand mandate, we will no longer accommodate request for copy of slips for personal use for Mastercard and Visa Card transactions.

I hereby affirm that the information furnished above is true to the best of my knowledge.

Signature Over Printed Name

Date