

Offer To Buy & Buyer's Profile

Real Estate Sales – For Partnership / Corporation



Sales Officer:

Date Received:

PROPERTY DESCRIPTION

Location:

TCT/CCT NO.:	Lot Area (sqm):	Floor Area (sqm):	Description/Improvements:
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OFFER TERMS AND CONDITIONS

We hereby offer to purchase the property described above under the following terms & conditions:

CASH

INSTALLMENT/LOAN TAKE-OUT

Purchase Price:	Php	Purchase Price:	Php
Reservation Fee:		Reservation Fee:	
Balance:		Downpayment:	
		Balance:	
Deferred Cash:		Terms (years to pay):	
		Interest Rate:	
		For Loan Take out/ Home Loan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Bank/Financing Institution:	

CORPORATE BUYER/s INFORMATION

Business Name:	Nature of Business:		
Business Address:	Zip Code		
Contact No. :	SEC Registration No.		
Date of Registration/Incorporation:	Business Type: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
Place of Registration/Incorporation:	Last ITR Paid (Amount / Year) :	TIN:	SSS No.

Beneficial Owner/Partner/Officer Information

Beneficial Owner/Partner/Officer Information

(Last Name, First Name, Middle Name)				(Last Name, First Name, Middle Name)			
Date of Birth:	Place of Birth:			Date of Birth:	Place of Birth:		
Nationality:	Civil Status:	Age:	Gender:	Nationality:	Civil Status:	Age:	Gender:
Present Address:				Present Address:			
Permanent Address:				Permanent Address:			
Mobile No./Tel No:		E-mail Add:		Mobile No./Tel No:		E-mail Add:	
Nature of Work/Business:				Nature of Work/Business:			
Source of Funds:				Source of Funds:			
SSS/GSIS No. :		TIN:		SSS/GSIS No.		TIN:	

Authorized Signatory Information

Authorized Signatory Information

(Last Name, First Name, Middle Name)				(Last Name, First Name, Middle Name)			
Date of Birth:	Place of Birth:			Date of Birth:	Place of Birth:		
Nationality:	Civil Status:	Age:	Gender:	Nationality:	Civil Status:	Age:	Gender:
Present Address:				Present Address:			
Permanent Address:				Permanent Address:			
Mobile No./Tel No:		E-mail Add:		Mobile No./Tel No:		E-mail Add:	
Nature of Work/Business:				Nature of Work/Business:			
Source of Funds:				Source of Funds:			
SSS/GSIS No. :		TIN:		SSS/GSIS No.		TIN:	

SIGNATURES of BUYER/S

Signature over Printed Name of Authorized Signatory

Signature over Printed Name of Authorized Signatory

REFERRER

Name:	TIN No. :
Last name First Name Middle Name	Address:
BDO Employee: <input type="checkbox"/> YES <input type="checkbox"/> NO	Position: Branch:

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INCOME DETAILS

Year Ending _____
 Gross Income _____
 Net Income (Loss) _____
 Current Assets _____
 Total Assets _____
 Current Liabilities _____
 Total Liabilities _____
 Capital _____
 vs. Monthly Amortization _____

REAL ESTATE PROPERTIES OWNED

Location:	TCT No.	Lot Area	Improvements	Market Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BANK ACCOUNT DETAILS

Deposits

BANK	BRANCH	TYPE & ACCOUNT NO	OUTSTANDING BALANCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit Line (1) Bank Name : _____ Amount _____
 Credit Line (2) Bank Name : _____ Amount _____

LOAN & CREDIT REFERENCES

Bank/Financial Institution	Address	Purpose	Loan Amount	Status
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TRADE REFERENCES

Name of Supplier	Address	Telephone No.	Volume/Month
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Client	Address	Telephone No.	Volume/Month
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

KYC Questionnaire

1. I came to know about the property through:
 BDO Website Social Media (Facebook) Online Partners (Lamudi, Per Square, Dotproperty.ph)
 Referred by Agent Newsprint, poster, tarpaulin
 Referred by Branch _____ (Branch Name) By : _____ (Name of Branch Employee)
 Referred by BDO Employee _____ (Name of Employee) Contact Number _____

2. Purpose of Purchase: _____

3. Source of fund for this Purchase: _____

4. First Time buyer with BDO? Yes No If NO, please give details of previous property Purchased: _____

5. Is the buyer, including immediate family members (spouse, parents, siblings, children, and spouse's parents or siblings) holding position in the Government, elected or not? Yes No If YES, Name of Immediate Family Member and Position _____ Government Agency _____ Relationship _____

6. Is Buyer engaged in Money Service Business (MSB)? Yes No If Yes, Check Type Foreign Exchange Dealer (FXD) Money Changer Remittance Agent (RA)

7. BDO Credit Card Holder? Yes No

I/We affirm that all the statements/information made herein are true and correct, and agree to notify the bank of any material change affecting the information contained therein. I/We authorize you to obtain information as may be required from the above references of any other sources.

SIGNATURES of BUYER/S

Signature over Printed Name of Authorized Signatory	Signature over Printed Name of Authorized Signatory
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OTHER CONDITIONS

1. This Offer to Buy and the terms hereof ("Offer") are subject to BDO Unibank, Inc.'s ("BDO") approval. BDO has no commitment and makes no guaranty to approve/accept the offer.
2. Payment of reservation fee (RF) in the amount of Php _____, should be simultaneous with the submission of this Offer to BDO. Otherwise, BDO shall have the right to reject this Offer.
3. Upon BDO's approval of this Offer, the RF shall automatically form part of the Purchase Price. In case of BDO's disapproval of the Offer, the RF will be refunded without interest.
Should the offer be withdrawn or canceled for any reason, despite BDO's approval, the RF shall be forfeited in favor of BDO.
4. In case the Buyer fails to pay any amount due based on BDO's approval of the Offer, BDO may, at its option, revoke said approval or impose 3% penalty per month.
5. BDO reserves the right to revoke the approval of the Offer if the Buyer fails to comply with any of the foregoing, or the terms and conditions of the sale, or for any reason it may deem detrimental to its interest.
6. The terms and conditions of the sale as embodied in the documents furnished by BDO to the Buyer upon approval of the Offer shall be deemed final and constitutes the entire understanding between the parties in respect of the matters dealt with therein and may only be modified, altered or amended with the prior written consent of the party or parties against whom, such modification, alteration, or amendment shall take effect.
7. Sale shall be on an "AS-IS WHERE-IS" basis. The Buyer shall warrant that he/she has conducted his/her own due diligence and has/ have inspected and examined the property, as well as the title/s, tax declaration/s and other pertinent documents of the property.
8. The Bank shall pay for the creditable withholding tax but shall be limited to 6% of the purchase price. Any additional assessment made by the Bureau of Internal Revenue due to a zonal valuation or market value in the tax declaration higher than the purchase price shall be for the Buyer's account. Payment of the taxes will be as mandated by the BIR Tax Code, for installment / cash / deferred sales. The Buyer shall pay for documentary stamps and all other taxes and expenses for the documentation, registration /transfer of ownership and other incidental expenses.
9. In the event of approval, buyer appoints BDO and its designate representative in filing the BIR form 1606 representing Creditable Withholding Tax (CWT) in buyer's behalf.
10. Real estate taxes and other tax impositions, including interests and penalty charges, if any of the relevant local government unit; association/condominium dues; insurance premium; salaries/wages of security services/caretaker fees; and utility charges shall be for the account of the buyer commencing on the 7th banking day after clearance of full-payment/downpayment/ 1st deferred (staggered) payment of contract price.
11. Relocation survey or demolition of existing structures, if needed shall be the sole responsibility of and for buyer's account.
12. Eviction of tenants/squatters thereon, if any, as well as the procurement of the required clearances from the proper government agencies for registration purposes, shall be the sole responsibility of the Buyer.
13. The Bank may amend the rules and conditions prior to acceptance of offer.
14. The Bank has the option to reject any offer, or withdraw subject property, or defer the sale with no obligation for any explanation.

I/we acknowledge that I/we am/are aware of the extent of the bank's rights, title, and interest to and in the property/ies, that I/we have examined the existing titles thereof with the Register of Deeds, that I/we have inspected the property /ies and have taken steps to ascertain the true and actual boundaries thereof, that I/we am/are aware of the present conditions of the property/ies and hereby assume/s full responsibility thereof. No representation or warranty has been made or given by any of your representatives, which would have induced me/us to make this offer.

UNDERTAKING

- The buyer hereby certifies that the information contained herein is/are true and correct and the signatures indicated herein are genuine.
- The buyer hereby authorize BDO Unibank, Inc. and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including without limitation to 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act)

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.

SIGNATURES of BUYER/S

Signature over Printed Name of Authorized Signatory	Signature over Printed Name of Authorized Signatory

REQUIREMENTS/DOCUMENTS CHECKLIST

INITIAL REQUIREMENTS:

- Fully-Accomplished Offer to Buy (OTB) form
- Check (Personal or Manager's Check) amounting to 5% of the Offered price as Reservation Fee
- Two (2) clear copies of Government Issued IDs with picture and signature (with 3 specimen signatures)

OTHER REQUIRED DOCUMENTS:

- Authorized Signatory (1) Submitted Valid Ids: _____
- Authorized Signatory (2) Submitted Valid Ids: _____

Valid ID: **Passport, PRC, SSS/GSIS, Voter's ID, Unified M-P, Driver's License**

- Board Resolution / Secretary's Certificate (authorizing the purchase of the specific property and designating the authorized signatories thereto)
- SEC Certified True Copy of Articles of Incorporation / SEC Certificate of Registration of Articles Incorporation
- SEC Certified True Copy of By-Laws & SEC Certification of Filing of By-Laws TIN Verification – duly verified by BIR (for loan take-out)
- SEC Certified True Copy of Latest General Information Sheet of the Corporation & its Directors
- Latest Audited Financial Statements / In House Figures
- TIN of corp/partnership and signatories *Note: Additional documents shall be required, as applicable/ necessary (e.g., FATCA documents, certifications).*

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RELATED PARTY QUESTIONNAIRE (Authorized Signatory)

Name of the Client / Counterparty: _____

Date Accomplished: _____

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

If YES, please specify the following:

Company Name: _____ Director Officer Stockholder

Company Name: _____ Director Officer Stockholder

Company Name: _____ Director Officer 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: _____

2. Are you a spouse or a first degree relative, i.e., parent or child (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative _____ Company Name _____

Last Name First Name Middle Name

Last Name First Name Middle Name

Last Name First Name Middle Name

3. Are you a second degree relative, i.e., grandparent, brother, sister, grandchild (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative _____ Company Name _____

Last Name First Name Middle Name

Last Name First Name Middle Name

Last Name First Name Middle Name

Accomplished by:

Signature Over Printed Name

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Name of the Client / Counterparty: _____
Date Accomplished: _____

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

If YES, please specify the following:

Company Name: _____ Director Officer Stockholder
 Company Name: _____ Director Officer Stockholder
 Company Name: _____ Director Officer 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: _____

2. Are you a spouse or a first degree relative, i.e., parent or child (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative			Company Name
_____ Last Name	_____ First Name	_____ Middle Name	_____
_____ Last Name	_____ First Name	_____ Middle Name	_____
_____ Last Name	_____ First Name	_____ Middle Name	_____

3. Are you a second degree relative, i.e., grandparent, brother, sister, grandchild (biological, legally adopted, or in-law) of a Director, Officer, Stockholder of BDO and/or affiliated companies? Yes No

If YES, please specify the following: *(Please attach additional sheets as necessary.)*

Name of Relative			Company Name
_____ Last Name	_____ First Name	_____ Middle Name	_____
_____ Last Name	_____ First Name	_____ Middle Name	_____
_____ Last Name	_____ First Name	_____ Middle Name	_____

Accomplished by:

Signature Over Printed Name

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Name of Business: _____

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/We undertake to advise the Bank if I/We will be directly/indirectly exposed to the online gaming industry.

Authorized Business Signatories:

Signature over Printed Name

Signature over Printed Name