

Offer To Buy & Buyer's Profile
Real Estate Sales – For Juridical Entities



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:	

JURIDICAL BUYER/S INFORMATION

Business Name:	Nature of Business:	
Business Address:	Zip Code	
Contact No. :	SEC Registration No.	
Date of Registration/Incorporation:	Place of Registration/Incorporation:	
Type of Entity:	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> One-Person Corporation <input type="checkbox"/> Local Government Unit	
	<input type="checkbox"/> Non-Profit Organization/ Non-Governmental Organizaton <input type="checkbox"/> Government-Owned or Controlled Corporation/ Office/ Instrumentality	
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:		
Nationality:	Civil Status:	Age:	Gender:
Present Address:	Present Address:		
Permanent Address:	Permanent Address:		
Mobile No./Tel No:	E-mail Address:		
Nature of Work/Business:	Nature of Work/Business:		
Source of Funds:	Source of Funds:		
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:		
Nationality:	Civil Status:	Age:	Gender:
Present Address:	Present Address:		
Permanent Address:	Permanent Address:		
Mobile No./Tel No:	E-mail Address:		
Nature of Work/Business:	Nature of Work/Business:		
Source of Funds:	Source of Funds:		
SSS/GSIS No. :	TIN:		

SIGNATURE/S OF AUTHORIZED SIGNATORY/IES

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

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



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. The 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 a 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 BDO may deem detrimental to BDO's 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 shall constitute 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, the buyer appoints BDO and its designated representative in filing the BIR form 1606 representing Creditable Withholding Tax (CWT) in behalf of the buyer.
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 the purchase price.
11. The relocation survey or demolition of existing structures, if needed, shall be the sole responsibility of and for the account of the buyer.
12. The eviction of tenants in or squatters on the property, 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 authorizes BDO Unibank, Inc. and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including without limitation to Republic Act Nos. 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act) and 10173 (Data Privacy Act of 2012); and Sec 55.1b of Republic Act No. 8791 (General Banking Law) and the law relating to the secrecy of Bank deposits for purposes of credit checkings.

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

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

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

SIGNATURE/S OF AUTHORIZED SIGNATORY/IES

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

BDO Unibank Inc. is regulated by the Bangko Sentral ng Pilipinas <https://www.bsp.gov.ph>
please visit any BDO branch near you or reach us through any of the channels listed in the Consumer Assistance
page of our website <https://www.bdo.com.ph/consumer-assistance>

For concerns,

REQUIREMENTS/DOCUMENTS CHECKLIST

- ☐ Fully-accomplished Offer to Buy (OTB) form (This form) - Do not leave blank spaces. Put N/A if information is not applicable.
- ☐ Check (Personal or Manager's Check) representing the reservation fee
- ☐ Clear copies of two (2) government-issued IDs with picture and signature (with 3 specimen signatures) of the authorized signatory/ies

☐ Authorized Signatory

☐ Authorized Signatory
- Valid ID: e.g., passport, PRC ID, SSS/GSIS ID, voter's ID, unified multi-purpose ID, driver's license

For a Corporation

- ☐ Board Resolution/ Secretary's Certificate authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐ Articles of Incorporation and Securities and Exchange Commission (SEC) Certificate of Registration of Articles Incorporation, duly certified as true copy by the company's corporate secretary or authorized officer
- ☐ By-laws and SEC Certification of Filing of By-laws, duly certified as true copy by the company's corporate secretary or authorized officer
- ☐ Latest SEC General Information Sheet with Beneficial Ownership Declaration, duly certified as true copy by the company's corporate secretary or authorized officer
- ☐ Latest audited financial statements
- ☐ TIN of the corporation and authorized signatories
- ☐ TIN Verification – duly verified by BIR (for loan take-out)

For a Partnership

- ☐ Partnership Resolution/ Certificate authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐ Certificate of Registration by SEC, duly certified as true copy by the authorized officer
- ☐ Articles of Partnership, duly certified as true copy by the authorized officer
- ☐ Latest audited financial statements
- ☐ TIN of the partnership and authorized signatories
- ☐ TIN Verification – duly verified by BIR (for loan take-out)

For a One-Person Corporation (OPC)

- ☐ Secretary's Certificate, as official confirmation by the corporate secretary, of a resolution passed by the single stockholder, authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐ Articles of Incorporation and SEC Certificate of Registration of Articles Incorporation, duly certified as true copy by the OPC's corporate secretary or authorized officer
- ☐ Annual notarized Form for Appointment of Officers, duly certified as true copy by the OPC's corporate secretary or authorized officer
- ☐ Latest audited financial statements
- ☐ TIN of the OPC and authorized signatories
- ☐ TIN Verification – duly verified by BIR (for loan take-out)

Note: Additional documents shall be required, as applicable/ necessary.

SIGNATURE/S OF AUTHORIZED SIGNATORY/IES

Signature over Printed Name of Authorized Signatory

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please visit any BDO branch near you or reach us through any of the channels listed in the Consumer Assistance
page of our website <<https://www.bdo.com.ph/consumer-assistance>>

For concerns,



REQUIREMENTS/DOCUMENTS CHECKLIST

For a Non-Profit Organization (NPO) / Non-Governmental Organization (NGO)

- ☐
- Board Resolution/ Secretary's Certificate authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐
- Articles of Incorporation and Securities and Exchange Commission (SEC) Certificate of Registration of Articles of Incorporation, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- By-Laws and SEC Certification of Filing of By-Laws, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Latest SEC General Information Sheet with Beneficial Ownership Declaration, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Mandatory Disclosure Form (MDF) submitted to SEC, certified as true copy by the corporate secretary or authorized officer
- ☐
- Certificate of Accreditation from the Philippine Council for NGO Certification (PCNC) or other proof of its legal existence such as, but not limited to BIR registration, DSWD accreditation, or other relevant government permits, certified as true copy by the corporate secretary or authorized officer
- ☐
- Latest audited financial statements
- ☐
- TIN of the NPO/ NGO and authorized signatories
- ☐
- TIN Verification – duly verified by BIR (for loan take-out)

Additional requirements for SEC-registered foundations:

- ☐
- Audited financial statements duly-received by SEC
- ☐
- Sworn Statement of its President and Treasurer of the Sources, Amount and Application of Funds and Program/Activity Planned. Ongoing and Accomplished
- ☐
- Certificate of Existence of Program/Activity

For a Government-Owned or Controlled Corporation/ Office/ Instrumentality (GOCC)

- ☐
- Board Resolution/ Secretary's Certificate authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐
- Copy of the charter/ law creating the GOCC, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Copy of the Executive Order creating the GOCC, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Articles of Incorporation and SEC Certificate of Registration of Articles of Incorporation, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- By-laws and SEC Certification of Filing of By-laws, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Latest SEC General Information Sheet with Beneficial Ownership Declaration, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- Latest audited financial statements
- ☐
- Entity Constitution/ License issued by the GOCC's regulating government agency, duly certified as true copy by the corporate secretary or authorized officer
- ☐
- TIN of the GOCC and authorized signatories
- ☐
- TIN Verification – duly verified by BIR (for loan take-out)

For a Local Government Unit (LGU)

- ☐
- Appointment Letter or Resolution authorizing the purchase of the specific property and appointing the authorized signatories thereto
- ☐
- Certificate of License issued by the local city or municipal government, duly certified as true copy by the authorized signatories
- ☐
- Latest audited financial statements
- ☐
- TIN of the LGU and authorized signatories
- ☐
- TIN Verification – duly verified by BIR (for loan take-out)

Note: Additional documents shall be required, as applicable/ necessary.

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Signature over Printed Name of Authorized Signatory

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page of our website <<https://www.bdo.com.ph/consumer-assistance>>



Name of Business: _____

1. Is your business classified under the gaming industry (casino/ online gaming)? ☐ Yes ☐ No
If **yes**, please provide document support.

2. Does your business provide service or have dealings/transactions with the gaming industry (casino/ online 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/ online 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 Signatory/ies:

Signature over Printed Name

Signature over Printed Name