

Please use separate form for each type of transaction.

Branch \_\_\_\_\_ Date \_\_\_\_\_

**Manager's / Gift Check**    **Sale / Purchase Foreign Currency**    **Demand Draft**    **Others (please specify)** \_\_\_\_\_

**Customer Information**

Name \_\_\_\_\_ Account Number \_\_\_\_\_  
First Name Middle Name Last Name  
 Present Address \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 Contact Numbers \_\_\_\_\_ ID Presented \_\_\_\_\_

**Payee Information (For Manager's / Gift Check and Demand Draft Application Only.)**

Payee \_\_\_\_\_  
 Address \_\_\_\_\_  
 Amount (in words) \_\_\_\_\_ (in figures) ( \_\_\_\_\_ )  
 Currency \_\_\_\_\_ Purpose/Reason \_\_\_\_\_

**Mode of Payment**

**Cash**    **Check**    **Debit from Account / Credit to Account**  
 FX Rate \_\_\_\_\_  
 Amount of Request / Converted Amount \_\_\_\_\_  
 Service Charge \_\_\_\_\_  
 Documentary Stamps \_\_\_\_\_  
 Total \_\_\_\_\_

I/We have read and hereby authorize the Bank to carry out this instruction and agree to be governed by your terms and conditions printed below. Furthermore, I/We authorize the Bank to debit the above account for the payment of applicable fees and charges to implement my/our request.

\_\_\_\_\_  
 Customer's Signature  
 \_\_\_\_\_  
 Acknowledgment Receipt of Forex Transaction

**Additional Information for Non-BDO Account Holders**

Birthdate \_\_\_\_\_ Birth Place \_\_\_\_\_ Nationality \_\_\_\_\_ Mother's Full Maiden Name \_\_\_\_\_  
 Nature of Work \_\_\_\_\_ Source of Funds \_\_\_\_\_ Tax ID No. \_\_\_\_\_ SSS or GSIS No. \_\_\_\_\_

**Terms and Conditions**

**On Manager's / Gift Check**

**a. Application**  
 A "Stop Payment Order" may not be instituted over a Manager's / Gift Check once the Applicant has taken delivery thereof. However, the Bank may, in its sole discretion, entertain and implement a "Stop Payment Order" under the following conditions:  
 (1) The Manager's / Gift Check shall have been lost, stolen or believed to be destroyed;  
 (2) The Applicant shall deliver to the Bank  
 (a) An affidavit attesting to the loss, theft, robbery or destruction of Manager's / Gift Check;  
 (b) A Stop Payment Order form duly accomplished and signed;  
 (c) An indemnity bond with a life of one (1) year for an amount equal to Two Hundred Percent (200%) of the face amount of the Manager's / Gift Check said to be lost, stolen or destroyed, conditioned to indemnify the Bank for any and all liabilities it may incur as a result of or by reason of having dishonored a Manager's / Gift Check alleged to have been lost, or destroyed.

**b. Manager's Check with "Cash or Bearer" as Payee**  
 The Applicant acknowledges that the proceeds of a Manager's Check payable to "BEARER" or "CASH" or other words of equivalent meaning may be paid to any possessor thereof who presents it for payment. He/she agrees and undertakes to assume all the risks involved in the event it is lost or stolen and to hold the Bank free and harmless from any liability whatsoever for payment made to any possessor who presents the Manager's Check to the Bank. Furthermore, he/she agrees and confirms that he/she cannot countermand payment of the Manager's Check in any cases, particularly when it is already in the possession of another person.

**c. Cancellation of Unnegotiated Manager's / Gift Check**  
 The purchaser confirms that the BDO Manager's / Gift Check remains unnegotiated, and as such wish to have the check cancelled by the Bank. The purchaser agrees to indemnify the bank for any actual and consequential damages/losses which the bank may incur or suffer by the reason of the cancellation of the aforesaid Manager's / Gift Check.

**d. Lost Manager's / Gift Check**  
 In the event of a lost/stolen or destroyed Manager's / Gift Check, the Bank reserves the right to impose any conditions relative to the refund/replacement of the said check.

**On Demand Draft**

**a. Application**  
 The Draft is issued with the distinct understanding that it will be forwarded abroad immediately for presentation to the drawee. The Bank will not be responsible should the draft be dishonored as a result of delay in presentation or any other reason beyond its control.

**b. Lost Demand Draft**  
 In the event of a lost/stolen or destroyed Demand Draft, the Bank reserves the right to impose any conditions relative to the refund/ replacement of the said check.

**On Purchase / Sale of Foreign Currency Notes**

The Applicant holds himself fully and unconditionally responsible and agrees to reimburse the Bank on demand the proceeds of purchase / sale of foreign currency notes in the event of error or irregularity.

**For Bank's Use Only**

Verified/Processed By \_\_\_\_\_ Approved By \_\_\_\_\_ Date \_\_\_\_\_