

Company Information

Date

Name

Account Number

Authorized Representative/s

1	Name	Contact No.	E-Mail Address	Signature
2	Name	Contact No.	E-Mail Address	Signature

Business Online Banking Service Availments

Account Information	<input type="checkbox"/> Balance Inquiry	<input type="checkbox"/> Transaction History
Fund Transfer to BDO Accounts	<input type="checkbox"/> Own	<input type="checkbox"/> Other Party
Other Services		

Client Authorized Signatories

_____	_____
Name & Position, Date	Name & Position, Date

Bank Authorized Signatories

_____	_____
Name & Position, Date	Name & Position, Date

Business Online Banking Terms and Conditions

Duties and Responsibilities of the Company

- The Company shall submit a Board Resolution (or its equivalent) containing an Authorization Matrix which defines the signing class and approval limits of its users.
- The Company shall assign an Authorized Representative who shall be responsible to enroll accounts and users, enroll additional accounts and users, disenroll accounts and users, as well as change any other enrolled information through Business Online Banking's (BOB) Administration module. Accounts shall include Owned accounts as well as Other Party accounts.
- The Company shall be responsible for duly informing the bank in writing for any amendments in its availment of BOB. However, in case the change relates to the signing class or signing limits of User/s, the Company shall submit a notarized and certified Board Resolution or equivalent document, specifying the new signing class and/or signing limits. Any scheduled transaction approved before the requested amendment shall still be valid unless cancelled in BOB by the Company.
- The Company shall be responsible for providing safeguards and procedures necessary to satisfy its requirements for the safety of data received via BOB. This shall include the confidentiality and security of the access credentials of its users.
- The company shall ensure sufficient funds are available in its accounts at all times to cover any of its transactions, immediate or scheduled, and that these accounts are active.
- The Company and its users shall be responsible for checking the status of their BOB transactions via logging on to the facility from time to time.
- The Company shall be responsible in ensuring that its users carry out only legitimate and lawful banking transactions via the BDO BOB facility.
- In case the BOB facility is unavailable, the Company shall perform its banking transactions via other channels (e.g. thru its Branch of account) or wait for the availability of the BOB facility. The company agrees that BDO cannot be held liable for the Company's failure to use the BOB facility to process its banking transactions.
- In the event that the company wishes to terminate the use of the BOB facility, the Company shall submit a written request, duly signed by its Authorized representative.
- The Company acknowledges the right of BDO to terminate or suspend its BOB enrolment as stated in the Bank's duties and responsibilities.

Duties and Responsibilities of the Bank

- BDO shall submit the initial username and corporate ID via the enrolled email account of the Company's users.
- BDO shall only process transactions that fully comply with the Company's Authorization Matrix.
- BDO shall only process transactions that comply with acceptable file formats agreed upon by BDO and the Company's authorized representatives.
- BDO shall submit automated notifications via email to concerned users of the Company for financial transactions submitted to the BOB facility. Users may opt to switch off the receipt of these automated notifications.
- BDO shall exert utmost effort to ensure the availability of BOB but shall not be liable for any loss or damage in connection with transactions coursed through BOB under the following conditions:
 - Disruption, failure or delay relating to BOB due to circumstances beyond the control of BDO, fortuitous events like prolonged power outages, breakdown in computers and communication facilities, typhoons, floods, public disturbances and calamities and similar or related cases.
 - Inaccurate, incomplete or delayed information received by the Company due to disruption of any communication facility used by BDO's BOB.
- BDO may terminate or suspend the Company's enrolment in BOB in the following cases:
 - The Company has breached BDO terms and conditions.
 - BDO has learned that the Company has declared bankruptcy, insolvency, liquidation or other similar circumstances.
 - BDO believes that the Company's enrolled accounts are being mishandled or that the BOB facility is being used for any unlawful or illegal activity.