

**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

**e-Collections Schedule of Charges**

<input type="checkbox"/>	Online Collections	Fee
<input type="checkbox"/>	Auto Debit Service	Fee
<input type="checkbox"/>	Funds Consolidation	Fee

**Over-the-Counter Collections Schedule of Charges**

<input type="checkbox"/>	Real Time Credit	Fee
<input type="checkbox"/>	End-of-Day Credit	Fee

**Client Authorized Signatories**

\_\_\_\_\_  
Name & Position, Date

\_\_\_\_\_  
Name & Position, Date

**Bank Authorized Signatories**

\_\_\_\_\_  
Name & Position, Date

\_\_\_\_\_  
Name & Position, Date

**e-Collections and Over-the-Counter Terms and Conditions**

**Duties and Responsibilities of the Company**

- The Company shall ensure that prior to avilment of the collection service, the Company shall have enrolled its BDO current/savings account to be used exclusively in connection with the service.
- The Company shall ensure that all instructions comply with the acceptable format and cut-offs agreed upon by BDO and the Company's Authorized Representative/s.
- The Company shall be solely responsible for the handling and settlement of any and all queries, claims or complaints of the payor, with the assistance of BDO as may be necessary.

**Over-the-Counter & Online Collections**

- The reference number shall be a mandatory field of information for data entry with any over the counter and online collection transactions for crediting into the enrolled accounts. The payor is responsible for ensuring that the reference/ subscriber number is correct and the funds are available for payment/ debit from his enrolled BDO account.
- The Company is responsible for updating the payor's records and reconciling its records with the collection reported by BDO.

**Auto Debit Service**

- It shall be the responsibility of the Company to cause its subscribers to open and maintain an account with any branch of BDO and to notify BDO accordingly about such account.
- The Company shall at all times be solely responsible for the accuracy/correctness of any information provided in the debit instruction file.

**Funds Consolidation (Account Sweeping)**

- The Company hereby expressly authorizes BDO to automatically transfer cleared funds in excess of the required minimum balance from participating sub-accounts to the header/concentration account without need for any further act or deed.

**Duties and Responsibilities of BDO**

- BDO shall provide Collections Solutions via Over the Counter at BDO branches, online through electronic banking services and other alternative channels through its partners.
- BDO shall only process collection instructions that comply with the acceptable format and cut-off times agreed upon by BDO and the Company's Authorized Representative/s.
- In the performance of the service, BDO merely acts as a conduit between the Company and its payors. Therefore, BDO shall not be liable for any claim/action which may arise between the Company and the payor.

**Over-the-Counter & Online Collections**

- BDO shall credit the Company's account for all successfully received payments for the day. Payments received within cut-off shall be credited at the end of the banking day. Payments received after the cut-off shall be processed and credited to the Company's account the following banking day.

**Auto Debit Service**

- BDO shall only process debit instruction for those payors with active BDO account.
- BDO shall process the debit instruction based on the file submitted by the client.

**Funds Consolidation (Account Sweeping)**

- BDO shall facilitate automated fund transfers between enrolled accounts on a daily basis during BDO's end of day batch processing and/or on a pre-determined client schedule, as agreed upon with the Company.
- BDO will automatically transfer available funds after inward check clearing, returned check and auto debit/standing order transactions have been processed in the participating sub-accounts, whenever applicable.