

Please use separate form for each type of transaction.

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

Bank Certification       Checkbook Requisition       Stop Payment Order (SPO) Application       SPO Cancellation

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

**Bank Certification**

Addressee \_\_\_\_\_ Address \_\_\_\_\_ Date to be Certified \_\_\_\_\_

Amount (if applicable) \_\_\_\_\_ Purpose \_\_\_\_\_

Additional information (if applicable) \_\_\_\_\_

**Named Checkbook Requisition**

No. of Checkbooks \_\_\_\_\_  Personal       Commercial

Kindly accomplish if requested checkbook is to be received by a representative.

I hereby authorize \_\_\_\_\_ whose signature follows \_\_\_\_\_ to accept delivery of checkbook on my behalf.

**SPO Application**

Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date of Check \_\_\_\_\_

Reason \_\_\_\_\_ Payee \_\_\_\_\_

**SPO Cancellation**

Check Number \_\_\_\_\_ Reason \_\_\_\_\_

**Mode of Payment**

Cash     Check     Debit Account No. \_\_\_\_\_

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 payment of applicable fees and charges to implement my/our request.

**Acknowledgement Receipt**

\_\_\_\_\_  
Accountholder's Signature over Printed Name

\_\_\_\_\_  
Signature over Printed Name

**Terms and Conditions**

**A. Bank Certification**

1. Depositor Information and Consent

- a. Depositor(s) authorize(s) BDO to disclose any/all information regarding the aforesaid certification in the event said institution to whom the certification is submitted seeks confirmation of its contents.
- b. Depositor(s) hereby waive(s) his confidentiality rights under relevant bank secrecy laws such as but not limited to Republic Act Nos. 1405, 6429 & 8791 (otherwise known as The Secrecy of Bank Deposits Law, Foreign Currency Deposit Act and The General Banking Law of 2000, respectively).
- c. Depositor(s) further unconditionally and irrevocably hold free and harmless as well as indemnify BDO Unibank, Inc., its directors, officers and representatives from any and all liabilities, claims, suits, charges or expenses of whatever nature arising out of or in connection with the issuance and use of the certification.

**B. Stop Payment Order**

1. The validity of the Stop Payment Order ("SPO") shall be six (6) months from the date the application is received by BDO Unibank, Inc. (BDO).
2. SPO application and renewal fees shall be collected as deemed applicable by BDO.
3. The Depositor agrees and undertakes to:
  - a. Irrevocably and unconditionally hold BDO, its subsidiaries and affiliates and its respective stockholders, directors, officers, employees, consultants, advisers, agents and any person acting on its or their behalf (the "BDO Persons") free from all liability and to forever indemnify BDO and all BDO Persons for all costs, damages, and expenses for which it may be liable in relation to the check described herein, including but not limited to such liability, costs, damages and expenses arising from:
    - i. non-payment of the check during the existence of the SPO;
    - ii. payment of the check contrary to the SPO if such payment occurred through the fault or negligence of the Depositor including but not limited to instances when the Depositor failed to provide any information regarding the check in this application;
    - iii. payment of the check made before the time SPO was received by BDO.
  - b. Accomplish a new SPO Application Form for renewal before the lapse of the six (6) month period.
  - c. Accomplish the SPO Cancellation portion of this form for any request for cancellation.
4. Renewal and cancellation shall take effect only upon receipt by BDO of such request.

**For Bank's Use Only**

Verified/Processed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_