

MERCHANT ONLINE REPORTING SYSTEM ENROLLMENT FORM



Please fill-out the form legibly and accomplish all the fields, otherwise application will be returned.

Date Requested

Business/Store Name (Legal Name)

Merchant /Trade Name

Contact Number/s

Please list down all MIDs (applicable to existing merchants)

User's Complete Name	Designation	Email Address	Mobile Number

* Kindly use separate sheet for enrollment of more than 3 users.

Declaration

I declare that the above information is/are true and correct to the best of my knowledge.

Authorized Merchant Representative
(Signature Over Printed Name)

Please email the accomplished form to merchantsvcs@bdo.com.ph. Should you have inquiries, you may call the Merchant Services Hotline numbers: Metro Manila (02) 8702-6900 (PLDT) / 7909-6900 (Globe) | Outside Metro Manila 1-800-10-7026900 (PLDT) / 1-800-8-9096900 (Globe).

For CBG Merchant Partnerships Use Only

<p>Customer Number (For requests with more than 21 MIDs):</p>	<p>Approved By:</p> <p>_____ BDO Merchant Partnerships Relationship/Account Officer (Signature Over Printed Name)</p>
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MERCHANT ONLINE REPORTING SYSTEM ACCESS TERMS AND CONDITIONS



This serves as our agreement to be enrolled in the Merchant Online Reporting System of BDO Unibank, Inc. In this regard, I/we agree to be governed by the following Terms and Conditions:

1. I acknowledge that the use of the BDO Merchant Online Reporting System (MOR System) is subject to the terms and conditions written below, or as amended, from time to time.
2. I undertake to disseminate these terms and conditions to each and every MOR System User nominated by us to access the BDO MOR System.
3. I agree to immediately change the default password/s upon receipt from BDO and maintain new password/s, personally defined by myself and kept in utmost secrecy and confidentiality.
4. I hereby hold myself and the nominated MOR System users of our establishment liable and/or responsible for any unauthorized use thereof, and expressly waive my/our right for any exemption thereto.
5. I agree that a unique User ID and default password to use the BDO MOR System shall be assigned to each nominated MOR System User nominated by us. The MOR System User must immediately change the default password/s upon receipt from BDO, and password must be kept confidential. The MOR System User must keep all information obtained from the BDO MOR System confidential and assumes full responsibility for unauthorized downloading and/or information dissemination.
6. I will advise BDO Merchant Partnerships should there be any problem/s in changing my password/s. In the absence of any advice, it is assumed that change in my password/s has been successful.
7. In case the user ID and/or initial password to be issued by BDO are not received after three (3) working days from enrollment or request, I will inform BDO Merchant Partnerships immediately.
8. I fully understand that the nominated MOR System User will have full access to our establishment's Credit Card Transaction reports which may contain vital information of the business.
9. I will inform BDO Merchant Partnerships of any employee/s enrolled in the BDO MOR System who may resigned or is no longer connected with our establishment and request for the deletion of his/her access in the BDO MOR System.
10. I will inform BDO Merchant Partnerships of any change in the user/s, and/or any information about our establishment.
11. I understand that BDO may conduct maintenance activities on the BDO MOR System which may result to the inaccessibility of the BDO MOR System for a period of time.
12. I understand that the BDO MOR System shall contain updated reports and information as it becomes available. The uploading of the reports and information in the BDO MOR System is without prejudice to the right of BDO to effect correction and conduct reconciliation.
13. I agree that the website where the BDO MOR System is maintained contains materials which are owned and licensed by BDO. These materials include, but not limited to, the BDO logo, design, layout and graphics. Reproduction or use of the said materials in any format, digital or otherwise, for purpose of promotion, publication, display or distribution outside BDO is prohibited without a written permission from BDO. Unauthorized use of the website may give rise to a claim for damages and/or be a criminal offense.
14. The design and content of the website where the BDO MOR System is maintained is subject to change without prior notice.

Authorized Merchant Representative
(Signature Over Printed Name)