

# Offer To Buy & Buyer's Profile

## Retail Sales – For Individual / Sole Proprietorship



Buyer Type  Spouses  Married to  AND Account Sales Officer:  Date Received:

### PROPERTY DESCRIPTION

Location:  
 TCT/CCT NO.:  Lot Area (sqm):  Floor Area (sqm):  Description/Improvements:

### OFFER TERMS AND CONDITIONS

I/We hereby offer to purchase the property described above under the following terms & conditions:

<input type="checkbox"/> CASH		<input type="checkbox"/> INSTALLMENT/LOAN TAKE-OUT	
Purchase Price:	Php	Purchase Price:	Php
Reservation Fee:	<input type="text"/>	Reservation Fee:	<input type="text"/>
Balance:	<input type="text"/>	Downpayment:	<input type="text"/>
Deferred Cash:	<input type="text"/>	Balance:	<input type="text"/>
		Terms (years to pay):	<input type="text"/>
		Interest Rate:	<input type="text"/>
		For Loan Take out/ Home Loan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Bank/Financing Institution:	<input type="text"/>

### INDIVIDUAL BUYER/s INFORMATION

Principal Full-name (Last Name, First Name, Middle Name)			Spouse/Second Buyer's Name (Last Name, First Name, Middle Name)		
Date of Birth:	Place of Birth:		Date of Birth:	Place of Birth:	
Citizenship:		Gender:	Citizenship:		Gender:
Civil Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married		Civil Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married	
	<input type="checkbox"/> Annulled/Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er			<input type="checkbox"/> Annulled/Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/er	
Present Address:		Zip Code	Present Address:		Zip Code
Permanent Address:		Zip Code	Permanent Address:		Zip Code
Mobile No.:			Mobile No.:		
Residence Phone Number:			Residence Phone Number:		
E-mail Add:			E-mail Add:		
Highest Educational Attainment:			Highest Educational Attainment:		
TIN:			TIN:		
SSS/GSIS No.:			SSS/GSIS No.:		
Conforme for issuance of BDO Credit card?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Conforme for issuance of BDO Credit card?	<input type="checkbox"/> Yes <input type="checkbox"/> NO	

### Work/Business Information

Employment Status: (Please check)	Employment Status: (Please check)
<input type="checkbox"/> Employed – Private <input type="checkbox"/> Self-Employed ( <b>With Business</b> )	<input type="checkbox"/> Employed Private <input type="checkbox"/> Self-Employed ( <b>With Business</b> )
<input type="checkbox"/> Employed – Government <input type="checkbox"/> Self-Employed ( <b>Professional</b> )	<input type="checkbox"/> Employed – Government <input type="checkbox"/> Self-Employed ( <b>Professional</b> )
<input type="checkbox"/> Employed – NGO <input type="checkbox"/> OFW/immigrant <input type="checkbox"/> Other	<input type="checkbox"/> Employed – NGO <input type="checkbox"/> OFW/immigrant <input type="checkbox"/> Other
Employer/Business Name:	Employer/Business Name:
Employer/Business Address:	Employer/Business Address:
	Zip Code
Nature of Work/Business:	Nature of Work/Business:
Occupation/Position/Title:	Occupation/Position/Title:
Start/Hiring Date:	Start/Hiring Date:
Telephone:	Telephone:
Last ITR Paid (Amount / Year) :	Last ITR Paid (Amount / Year) :

### INCOME DETAILS (MONTHLY)

	PRINCIPAL	SPOUSE/SECOND BUYER	TOTAL
GROSS INCOME	<input type="text"/>	<input type="text"/>	<input type="text"/>
NET INCOME	<input type="text"/>	<input type="text"/>	<input type="text"/>
		vs. Monthly Amortization (If Installment) :	<input type="text"/>

### BANK ACCOUNT DETAILS

Deposits	BANK	BRANCH	TYPE & ACCOUNT NO	TOTAL DEPOSIT
	<b>BDO Account</b>			
	BDO Unibank, Inc			
	<b>Other Bank:</b>			
<b>Credit Line</b> (1) Bank Name :			<b>Amount</b>	<input type="text"/>
<b>Credit Line</b> (2) Bank Name :			<b>Amount</b>	<input type="text"/>

### SIGNATURES of BUYER/S

>	>
Signature of Principal Buyer over Printed name	Signature of Spouse/Second Buyer/AIF per SPA over Printed name

### REFERRER:

Name: <input type="text" value="Mendoza, Diosdado Almazan"/>	TIN No. : <input type="text" value="173-101-796-000"/>
Last name <input type="text"/> First Name <input type="text"/> Middle Name <input type="text"/>	Address: <input type="text" value="3F Builders Center 170 Salcedo St. Legaspi Village Makati City"/>
BDO Employee: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Position: <input type="text"/>	Branch: <input type="text"/>

**REAL ESTATE PROPERTIES OWNED**

Location	TCT No.	Lot Area	Improvements	Market Value

**LOAN & CREDIT REFERENCES**

Bank/Financial Institution	Address	Purpose	Loan Amount	Monthly Amortization	Status

**TRADE REFERENCES**

Name of Supplier	Address	Telephone Number	Volume/Month

Name of Client	Address	Telephone Number	Volume/Month

**OTHER CONDITIONS:**

- This Offer to Buy and the terms hereof ("Offer") are subject to BDO Unibank, Inc.'s ("BDO") approval. BDO Unibank Inc. has no commitment and makes no guaranty to approve/accept the offer.
- Payment of reservation fee in the amount of Php \_\_\_\_\_ which is equivalent to 5% of the Purchase Price, should be simultaneous with the submission of this Offer to BDO. Otherwise, BDO shall have the right to reject this Offer for evaluation.
- Upon BDO's approval of this Offer, the reservation fee shall automatically form part of the Purchase Price. In case of BDO's disapproval of the Offer, the reservation fee will be refunded without interest.  
**Should the offer be withdrawn or canceled for any reason, despite BDO's approval, the reservation fee shall be forfeited in favor of BDO.**
- In case the Buyer fails to pay any amount due based on BDO's approval of the Offer, BDO may, at its option, revoke said approval or impose 3% penalty per month.
- BDO reserves the right to revoke the approval of the Offer if the Buyer fails to comply with any of the foregoing, or the terms and conditions of the sale, or for any reason it may deem detrimental to its interest.
- The terms and conditions of the sale as embodied in the documents furnished by BDO to the Buyer upon approval of the Offer shall be deemed final and constitutes the entire understanding between the parties in respect of the matters dealt with therein and may only be modified, altered or amended with the prior written consent of the party or parties against whom, such modification, alteration, or amendment shall take effect.
- Sale shall be on an "AS-IS WHERE-IS" basis. The Buyer shall warrant that he/she has conducted his/her own due diligence and has/ have inspected and examined the property, as well as the title/s, tax declaration/s and other pertinent documents of the property.  
The Bank shall pay for the creditable withholding tax but shall be limited to 6% of the purchase price. Any additional assessment made by the Bureau of Internal Revenue due to a zonal valuation or market value in the tax declaration higher than the purchase price shall be for the Buyer's account. Payment of the taxes will be as mandated by the BIR Tax Code, for installment / cash / deferred sales. The Buyer shall pay for documentary stamps and all other taxes and expenses for the documentation, registration /transfer of ownership and other incidental expenses.
- In the event of approval, buyer appoints BDO and its designate representative in filing the BIR form 1606 representing Creditable Withholding Tax (CWT) in buyer's behalf.
- Real estate taxes and other tax impositions, including interests and penalty charges, if any of the relevant local government unit; association/condominium dues; insurance premium; salaries/wages of security services/caretaker fees; and utility charges shall be for the account of the buyer commencing on the 7th banking day after clearance of full-payment/downpayment/ 1<sup>st</sup> deferred (staggered) payment of contract price.
- Relocation survey or demolition of existing structures, if needed shall be the sole responsibility of and for buyer's account.
- Eviction of tenants/squatters thereon, if any, as well as the procurement of the required clearances from the proper government agencies for registration purposes, shall be the sole responsibility of the Buyer.
- The Bank may amend the rules and conditions prior to acceptance of offer.
- The Bank has the option to reject any offer, or withdraw subject property, or defer the sale with no obligation for any explanation.

**I/we acknowledge that I/we am/are aware of the extent of the bank's rights, title, and interest to and in the property/ies, that I/we have examined the existing titles thereof with the Register of Deeds, that I/we have inspected the property /ies and have taken steps to ascertain the true and actual boundaries thereof, that I/we am/are aware of the present conditions of the property/ies and hereby assume/s full responsibility thereof. No representation or warranty has been made or given by any of your representatives, which would have induced me/us to make this offer.**


**UNDERTAKING**

- The buyer hereby certifies that the information contained herein is/are true and correct and the signatures indicated herein are genuine.
- The buyer hereby authorize BDO Unibank, Inc. and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including without limitation to 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act), 10173 (Data Privacy Act of 2012) and Sec 55.1b of Republic Act No. 8791 (General Banking Law) and the law relating to the secrecy of Bank deposits for purposes of Credit Checking.

In compliance with the requirements of the Data Privacy Act, I hereby give my consent to BDO Unibank, Inc. and its subsidiaries (collectively referred to as "BDO Group") to process, store, disclose or share my personal information or sensitive personal information obtained from me in the course of my transaction/s with BDO. I confirm that I understand and agree that these information may be disclosed or shared within the BDO Group for cross-selling purposes to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information among themselves, or to third parties.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with BDO Unibank, Inc.'s Data Protection Officer through [data\\_protection\\_officer\\_bdounibankinc@bdo.com.ph](mailto:data_protection_officer_bdounibankinc@bdo.com.ph). I further acknowledge and understand that I may access and view BDO Unibank, Inc.'s Data Privacy Statement at <https://www.bdo.com.ph/privacy-statement> or obtain a copy thereof from BDO Unibank, Inc.'s branch office.

	
>	>
<b>Signature of Principal Buyer over Printed name</b>	<b>Signature of Spouse/Second Buyer/AIF per SPA over Printed name</b>

## KYC Questionnaire:

**1. I came to know about the property through:**

BDO Website  
 Online Partners (Lamudi, Per Square, Dotproperty.ph)  
 Newsprint, Poster, For Sale sign at the site  
 Social Media (Facebook)  
 Referred by Agent Mendoza, Diosdado Almazan  
(Name of Agent/Referror)

Referred by Branch \_\_\_\_\_  
(Branch Name) By: \_\_\_\_\_  
(Name of Branch Employee)

Referred by BDO Employee \_\_\_\_\_  
(Name of Employee) Contact Number \_\_\_\_\_

**2. Purpose of Purchase:** \_\_\_\_\_

**3. Source of fund for this Purchase:** \_\_\_\_\_

**4. First Time buyer with BDO?**  Yes  No  
 If **NO**, please give details of previous property Purchased: \_\_\_\_\_

**5. Are you related to a BDO Employee?**  Yes  No  
 If **YES**, Name of BDO Employee/Position \_\_\_\_\_ BDO Branch/Department \_\_\_\_\_ Relationship \_\_\_\_\_

**6. Is the Buyer, including immediate family members (spouse, parents, siblings, children, and spouse's parents or siblings) holding position in the Government, elected or not?**  Yes  No  
 If **YES**, Name of Immediate Family Member and Position \_\_\_\_\_ Government Agency \_\_\_\_\_ Relationship \_\_\_\_\_

**7. Is Buyer engaged with Money Service Business (MSB)?**  Yes  No If **YES**, Check Type  Foreign Exchange Dealer (FXD)  Money Changer (MC)  Remittance Agent (RA)

**8. US Person?**  Yes  No

## REQUIREMENTS/DOCUMENTS CHECKLIST

I hereby agree to submit the following applicable documents in order to process this offer to buy.

**INITIAL REQUIREMENTS:**

- Fully-Accomplished Offer to Buy (OTB) form (**This form**)
- Two (2) clear copies of Government Issued Ids (**Passport, PRC, SSS/GSIS, Voter's ID, Unified M-P, Driver's License**) with picture and signature (with 3 specimen signatures)
- Check (Personal or Manager's Check) amounting to 5% of the Offered price as Reservation Fee
- Authority to Offer and Register/ATOR (if with referror)

**OTHER REQUIRED DOCUMENTS:**

- Principal Buyer** Submitted Valid Ids: \_\_\_\_\_
- Spouse** Submitted Valid Ids: \_\_\_\_\_
- Atty-in-Fact** Submitted Valid Ids: \_\_\_\_\_
- 2<sup>nd</sup> Buyer** Submitted Valid Ids: \_\_\_\_\_

Proof/Source of Income

- Bank Statement/ Passbook
- Payslip
- Employment Certificate w/ compensation
- Contract with Compensation
- Latest Income Tax Return (ITR)
- Financial Statement
- Proof of Remittance
- DTI Registration/Business Permit (If with Business)
- Other Documents, as possible:

Additional documents (as may be required)

- Special Power of Attorney, (with specific property details e.g. TCT number and location of property) duly authenticated/ notarized and should be Consularized if buyer is abroad. -All pages must be signed
- CENOMAR (If Single)
- Birth Certificate
- Marriage contract
- Death Certificate of Spouse (If widow/er)
- Court Order – Legal Separation ( if separated)
- Alien Certificate of Registration & Passport, if foreigner

Dual Citizenship

- Current and valid passport
- Birth Certificate (issued by Civil Registrar or NSO)
- Philippine Passport
- Oath of Allegiance with Order of Approval by DFA

Natural-born citizen

- Current and valid passport
- Birth Certificate (issued by Civil Registrar or NSO)
- BP 185 Affidavit with Undertaking

**SOLE PROPRIETORSHIP**

- Docs required for individual buyers
- Valid DTI registration

### SIGNATURES of BUYER/S

>	>
Signature of Principal Buyer over Printed name	Signature of Spouse/Second Buyer/AIF per SPA over Printed name

For concerns, please contact your Property Management Unit (PMU) Sales Representative or the BDO Customer Contact Center at (02) 8631-8000.  
 To learn more about BDO Customer Assistance Mechanism, please visit: [www.bdo.com.ph/consumer-assistance](http://www.bdo.com.ph/consumer-assistance).



Appendix A – Casino and On-line Gaming Related Questions

Client Name:

1. Is your business classified under the gaming industry (Casino/On-line Gaming?)  Yes  No

If yes, please provide document support.

Horizontal lines for document support input.

2. Is your business a service provider or have dealings/transactions with the gaming industry (Casino/On-line Gaming)?  Yes  No

If yes, please provide information.

Horizontal lines for information input.

3. Do you have related interest/relationship with any business or service provider under the gaming industry?  Yes  No

If yes, please provide document support/company information.

Horizontal lines for document support/company information input.

4. Do you process transaction related to the gaming industry (Casino/On-line Gaming)?  Yes  No

If yes, please provide information.

Horizontal lines for information input.

5. Do you undertake to advise the bank if you will be directly/indirectly exposed to the gaming industry?  Yes  No

> \_\_\_\_\_  
Buyer's Name and Signature

> \_\_\_\_\_  
Date Signed