

## FORM TYPE

☒ New Enrollment☐ Update

Date

12/10/2025

Company Name

KOLIN MARKETING INC

## Authorized E-mail Recipients of Billing Statement

Name	Position/Department	Landline/Mobile No.	E-mail Address
Mart Nathaniel R. Flores		09178253573	kmi@kolinphil.com.ph
Editha M. Flores		09175375177	eflores@kolinphil.com.ph

## SERVICE DETAILS

## Check Information

Checking Account Number (12 digits)

0 1 1 8 0 8 0 0 2 3 0 7

Digitized Signature

☐ with Digitized Signature\*☒ without Digitized Signature

Digitized Signatory Matrix

☐ Amount-based☐ Authorization-based

Check Order Instruction

Initial Order 1000pcs

Note: minimum initial order is 100 pcs.

\*Max of 2 signatures can appear on check. Include Digitized Signature Template form if with Digitized Signature.

## BIR Form - Information

## BIR Form Printing

☐ with BIR Form Printing

(Setup of information to be printed will be enabled to your System Administrator)

☒ without BIR Form Printing

## Estimated Transaction Details

Average Monthly Transaction Count

300

Average Monthly Transaction Amount

20M

Peak Months

Ber months

Maximum Monthly Transaction Count

400

Maximum Monthly Transaction Amount

30M

Purpose of Transactions

For payment to suppliers

Special Instructions/Handling Note: May attach supporting documents if needed/applicable.

Branch Name: EDSA - Kalayaan Avenue

Branch Address: G/F Palmyra Bldg., Kalayaan Avenue corner Edsa, Brgy. Pinagkaisahan Makati City

BRSTN: 01053-592-1

Billing/ADB/Check Disburse Account: 011808002307

\*For manual use only\*

## Declaration

I/We certify that all the information given in this service checklist is true and correct.

Signature Over Printed Name

Company's Authorized Representative

EDITHA M. FLORES

Date Signed (mm/dd/yyyy)

1 2 1 0 2 0 2 5

Signature Over Printed Name

Company's Authorized Representative

MART NATHANIEL R. FLORES

Date Signed (mm/dd/yyyy)

1 2 1 0 2 0 2 5

Signature Over Printed Name

Enrolled by:

Date Signed (mm/dd/yyyy)

Signature Over Printed Name

Signature Verified &amp; Account Setup by Enrollment Associate

Date Signed (mm/dd/yyyy)

Remarks

Signature Over Printed Name

Verified by Enrollment Officer

Date Signed (mm/dd/yyyy)

## Company Information

Date **December 10, 2025**

Name

**KOLIN MARKETING INC**

Account Number

**011808002307**

Authorized Representative/s

1 Name **Mart Nathaniel R. Flores** Contact No. **09178253573** E-Mail Address **kmi@kolinphil.com.ph** Signature2 Name **Editha M. Flores** Contact No. **09175375177** E-Mail Address **eflores@kolinphil.com.ph** Signature

## e-Payments Schedule of Charges

☐ Auto Credit Service

Fee

Local Bank Transfer

☐ Real-Time Gross Settlement (RTGS)

Fee

☐ PESONet

Fee

☐ Philippine Domestic Dollar Transfer Service (PDDTS)

Fee

☐ InstaPay (Vocalink)

Fee

☐ Cross-border Transfer (Wire Transfer)

Fee

☐ ATM Debit Card Payroll

Fee

☐ Cash Card

Fee

Type of Card ☐ Salary ☐ Aid ☐ High Value ☐ Petty Cash

## Check Writing Schedule of Charges

☐ Outsourced

Fee

Type of Check ☐ Corporate ☐ Manager's Check☒ Onsite

Fee

Monthly ADB of Php 4.3M inclusive of 6000 checks per year and a fee of Php7.00 per check in excess

## Client Authorized Signatories

  
**✓ OLIVER M. FILOTEO / CONSULTANT / 12/10/2025**

Name &amp; Position, Date

Name &amp; Position, Date

## Bank Authorized Signatories

**PAOLO LUIS A. PEREZ**

Name &amp; Position, Date

**CRISTINA B. GONZALES****KRISTINA R. DOMINGO**

Name &amp; Position, Date

**CAROLINE HUANG-GARCIA**

## e-Payments and Check Writing Terms and Conditions

## Duties and Responsibilities of the Company

1. The Company shall ensure that the funds in its funding account is sufficient to cover the amount of the payment instruction and any fee/service charge in relation to the processing of the said instruction.
2. The Company shall be responsible that all payment instructions comply with the acceptable format agreed upon by BDO and its Authorized Representative/s.
3. The Company shall ensure that all payment instructions are within the agreed cut-off time as set forth by BDO and its Authorized Representative/s.

## Auto Credit Service (Payment to Suppliers/Partners with BDO accounts)

4. The Company shall cause its payment beneficiaries open and maintain an active deposit account with BDO.
5. The Company shall be fully responsible for the data submitted and entered by the Company in its payment upload instruction file, including the account number of each beneficiary and the corresponding amount for credit.

## Local Bank and Cross-border Transfer

6. The Company shall be fully responsible for the accuracy of the data submitted and entered by the Company in its payment instruction file. Any charges as a result of erroneous details shall be for the account of the Company.

## Payroll Service (Payment of Employees Salary)

7. The Company shall cause its employees to open and maintain an active deposit account or cash card with BDO.
8. The Company shall be fully responsible for the accuracy of the data submitted and entered by the Company in its payroll upload instruction, including the account/cash card number of each employee and its corresponding payroll credits.
9. The Company hereby waives in favor of BDO its rights under the provisions of RA 1405 (as amended) (Bank Secrecy Law) where BDO is required by the Philippine Government or any of its Agencies to disclose information relating to the Company's account/s.

## Check Writing (Preparation of Check)

10. The Company shall be fully responsible for the accuracy of the data submitted and entered by the Company in its payment upload instruction file.

## Duties and Responsibilities of BDO

1. BDO shall only process payment instructions if there is sufficient funds in the Company's funding account and shall not be liable for any penalties that the Company may incur as a result of BDO's refusal or failure to implement the said instruction.
2. BDO shall only process payment instructions that comply with the acceptable format agreed upon by BDO and the Company's Authorized Representative/s.
3. BDO shall only process payment instructions that comply within the agreed cut-off time set forth by BDO and the Company's Authorized Representative/s.

## Auto Credit Service (Payment to Suppliers/Partners with BDO accounts)

4. BDO shall only process payment instructions for those beneficiaries with an active deposit account with BDO.
5. BDO shall process the payment based on the payment upload instruction file submitted by the Company.

## Local Bank and Cross-border Transfer

6. BDO shall process the payment based on the payment instruction file submitted by the Company.

## Payroll Service (Payment of Employees Salary)

7. BDO shall only process payroll transactions for bonafide employees of the Company with an active deposit account or cash card with BDO.
8. BDO shall process the payment based on the payroll instruction file submitted and authorized by the Company.
9. If required by Philippine Government or any of its Agencies, BDO reserves the right to waive the provision of RA 1405 as amended (Bank Secrecy Law).

## Check Writing (Preparation of Check)

10. BDO shall process the printing of checks based on the payment upload instruction file submitted by the Company.
11. BDO shall process the cancellation of printed Manager's Check/s upon receipt of a written request from the Company and the unnegotiated Manager's Check/s.

## Terms &amp; Conditions on Payroll: Cash Card

1. Cash Card is not a Deposit Product  
Cash Card shall mean a valid and unexpired, prepaid, reloadable, multi-purpose electronic value card with mobile functionalities issued by BDO pursuant to this Agreement, and which can be used as a debit card for banking and other lawful transactions, local and international, using BDO Cash Card System.
2. Marketing/Promotion of Cash Card  
Any advertising, promotional and marketing materials and collaterals to be produced and used by the Company in connection with the Cash Card shall be subject to BDO's prior review and final written approval. The Company renders BDO free from any claim, action or liability which may arise from its own Cardholder solicitation, Cash Card promotion and marketing campaigns and activities.
3. Loyalty/Promotional Program  
The Company shall participate in loyalty/promotional programs which may be developed or implemented by BDO for the Cash Card. The Company may, subject to BDO's prior approval, develop and implement its own loyalty/promotional program at its own cost and expense. Such program should not run in conflict with any existing loyalty/promotional program being implemented by BDO. BDO shall not be liable in case of failure of the Company to fulfill its obligations under its own loyalty/promotional program.
4. Distribution/Delivery of Cash Card, Forms, etc.  
The Company shall cause the prompt distribution and delivery of the Cash Cards, enrollment forms and related materials to the Cardholders.

## Terms &amp; Conditions on Payroll: ATM Debit Card

The opening and maintenance of Payroll Accounts shall be governed by the BDO Terms and Conditions Governing Deposit Accounts in so far as consistent with the terms of this Agreement. The issuance to and use of the ATM cards by Payroll Employees shall be subject to the BDO Terms and Conditions Governing the Issuance and Use of BDO ATM Cards, in so far as consistent with the terms of this Agreement.

## Cardholder Information

The Company shall ensure and cause the Cardholders to accomplish the necessary Cash Card /ATM Debit Card Enrollment Form ("Enrollment Form") provided by BDO. The Company shall ensure that the Cash Cards/ ATM Debit Cards which are distributed to the Cardholders are and will always be, solely intended for the Cardholder whose true identity and personal circumstances the Company has sufficiently established in accordance with the Anti-Money Laundering Act (RA 9160), as amended, its Revised Implementing Rules and Regulations, the applicable rules and regulations of the Bangko Sentral ng Pilipinas (BSP), and all other relevant laws and regulations (collectively, the AMLA Laws). The Company shall ensure to provide and confirm the following minimum information:

1. True and full name of the Cardholder;
2. Present Address;
3. Permanent Address;
4. Date and Place of Birth;
5. Nationality;
6. Contact Numbers or information;
7. TIN and SSS/GSIS Numbers;
8. Nature of Work;
9. Source of Funds;
10. Name, present address, date and place of birth, nationality, nature of work and source of funds of Beneficial Owner, whenever applicable; and
11. Three (3) similar Specimen Signatures.

The Company warrants that it shall conduct the required customer identification and due diligence checks on the Cardholders. In relation thereto, the Company undertakes and warrants in favor of BDO as follows:

- a. it shall comply and cause its employees, agents or representatives to comply with the requirements of the AMLA Laws, including without limitation the requirements on outsourcing of the gathering of minimum information and/or documents and face-to-face contact;
- b. it shall establish the existence of the Cardholders and shall conduct the customer identification requirements, including face to face, on the said Cardholders in accordance with the provisions of the AMLA Laws;
- c. it shall enter into a written service level agreement with BDO that shall be approved by the board of directors of both companies;
- d. it has a reliable and acceptable customer identification system and training program in place and its personnel conducting the customer identification of the Cardholders have undergone sufficient training under such program;
- e. it shall cooperate and render the necessary assistance to BDO in conducting the necessary training program of the Company's employees or representatives gathering the required information/documents of, and/or conducting face-to-face contact with the customer;
- f. it shall allow BDO to monitor and conduct an annual review of the performance of the counterparty to determine whether or not to continue with the arrangement; and
- g. it shall deliver the KYC Documents of the Cardholders to BDO, within a period not exceeding thirty (30) calendar days from the time that it has received the same, provided that where any

regulatory authority will require from BDO the submission of the KYC Documents, the Company undertakes to submit the KYC Documents to BDO within three (3) banking days from BDO's request or such earlier period as may be required by the regulatory authority.

The Company acknowledges that it is aware of and understands the effect of, and agrees and undertakes to, and to cause all its stockholders, directors, officers, employees and representatives ("Company Personnel") to observe bank secrecy laws, including but not limited to the provisions of Republic Act 1405, Republic Act No. 6426, Republic Act No. 8484, Republic Act No. 10173, and Section 55 of the General Banking Law of 2000 (collectively, the "Bank Secrecy Laws") in connection with this Agreement and further agrees and undertakes that it will not, and covenants that all its Company Personnel will not do anything which will cause BDO to violate any provision of the Bank Secrecy Laws or otherwise be guilty of an offense thereunder. It is understood that from the time that the Cardholder has submitted the KYC Documents and during and after the Safekeeping Period, the Company shall be bound by the Bank Secrecy Laws.


The Company further undertakes to:

1. Provide the BSP and BDO unrestricted access to Company's records and allow them to examine the Company's KYC processes and procedures, and inspect, reproduce, copy and make abstracts of such records and documents from time to time (the "On-site Examination"). Likewise, the Company shall without delay, provide the BSP and BDO with KYC Documents and Records during such On-site Examination or at anytime as may be required by BSP or BDO.
2. Allow the BSP and BDO access to perform an annual review of the Company's conduct of its KYC related training, its training modules/materials and training records.

The Company shall verify, authenticate and endorse the Cardholder's signature on the Enrollment Form. It shall indicate such verification, authentication, and endorsement in the said Form. The Company shall submit to BDO, original copies of the duly accomplished and signed, signature verified and endorsed Cardholder enrollment forms, on a weekly basis or such other frequency of submission as may be required by BDO. The Company shall be solidarily liable with BDO for any violation of any law in connection with the foregoing. The liability of the Company under the immediately preceding sentence shall not be diminished nor excused in the event BDO verifies the accuracy or correctness of any data, information or signature provided by the Cardholder, or for the authenticity or veracity of any document submitted by the Cardholders to the Company. Cardholder enrollment forms and other documents submitted by the Company to BDO shall be deemed to have been duly verified, authenticated and endorsed by the Company, notwithstanding lack of express verification, authentication and/or endorsement thereof. It is hereby understood that the assignment of Cash Card/ATM Debit Card numbers to Cardholders and the distribution of the corresponding Cash Cards/ATM Debit Cards to the Cardholders shall be the sole responsibility of the Company. The enrollment of the Cardholders shall be deemed effective upon submission of the duly accomplished and signed, signature verified and endorsed Enrollment Forms to BDO.

The Company shall ensure and hereby warrants that any and all Cash Cards issued/which may be issued pursuant to this Agreement shall be used only for lawful and bonafide purposes/transactions.

The Company hereby agrees to hold BDO free and harmless and indemnify BDO for all losses, damages, claims, demands, causes of action or suits that may arise as a result of or in connection with BDO's reliance on the foregoing warranties of the Company or the Company's non-compliance with the aforementioned undertakings.

  
 **OLIVER M. FILOTEO**  
 Authorized Signatory

\_\_\_\_\_  
 Authorized Signatory

## Company Information

Date DEC. 5, 2025

Name

KOLIN MARKETING INC

Account Number

011808002307

Authorized Representative/s

1	Name	Mart Nathaniel R. Flores	Contact No.	09178253573	E-Mail Address	kmi@kolinphil.com.ph	Signature
2	Name	Editha M. Flores	Contact No.	09175375177	E-Mail Address	eflores@kolinphil.com.ph	Signature


## e-Collections Schedule of Charges

<input checked="" type="checkbox"/> Online Collections	Fee	Monthly ADB P4.08M for the first 2400 e-channels txn per yr; P17 e-channel real time settlement fee/ txn in excess.
<input type="checkbox"/> Auto Debit Service	Fee	
<input type="checkbox"/> Funds Consolidation	Fee	

## Over-the-Counter Collections Schedule of Charges

<input checked="" type="checkbox"/> Real Time Credit	Fee	Monthly ADB P12.68M for the first 2400 OTC txn per yr; P32 OTC Real Time Settlement fee/ txn in excess.
<input type="checkbox"/> End-of-Day Credit	Fee	

## Client Authorized Signatories

  
OLIVER M. FILOTEO / CONSULTANT / 12/10/2025

Name &amp; Position, Date

Name &amp; Position, Date

## Bank Authorized Signatories

PAOLO LUIS A. PEREZ

CRISTINA B. GONZALES

KRISTINA R. DOMINGO

CAROLINE HUANG-GARCIA

Name &amp; Position, Date

Name &amp; Position, Date

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

## Duties and Responsibilities of the Company

- The Company shall ensure that prior to availment of any collection service, the Company shall have enrolled its BDO current/savings account/s to be used exclusively in connection with the service ("Company's Account/s").
- The Company shall ensure that all instructions comply with the acceptable format and cut-off time 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 &amp; Online Collections

- The reference/subscriber number shall be a mandatory field of information for data entry with any over the counter and online collection transaction for the crediting of any amount into the Company's Account/s. It shall be the obligation of the Company to inform its payors of the reference/subscriber number for each transaction.
- The Company shall cause its payors to ensure that the reference/ subscriber number is correct and, for online transactions, funds are available for payment/ debit from his enrolled deposit account with BDO.
- The Company may pass on the transaction fee charged by BDO in relation to the transaction to the payor. The Company acknowledges that BDO shall have the right not to accept and/or process any transaction if the transaction fee is not paid.
- It shall be the obligation of the Company to properly inform its payors, through relevant media or materials, of any transaction fee that it will pass on to its payors and of BDO's right not to accept and/or process any transaction if the transaction fee is not paid.
- The Company acknowledges that BDO shall have the right to still impose the applicable transaction fee for check payments that have been successfully processed but subsequently returned/dishonored.
- The Company acknowledges that BDO reserves the right to debit from the Company's Account/s any item previously credited and subsequently returned/dishonored. The amount shall be debited from the Company's Account/s on the same day that the returned check was received by BDO.
- The Company shall be responsible for updating its payor's records and reconciling these records with the collection reported by BDO.
- BDO may consider, define, and integrate future additional collection channels in addition to the over-the-counter channel and online collections being offered by the Service. Company agrees that any such future additional collection channels and collection modes may be added and integrated by BDO into the Service without prior consent or notice given to the Company. Company agrees to be bound by these future additional collection channels, without need for prior notice or consent.

## Auto Debit Service

- It shall be the responsibility of the Company to cause its subscribers to open and maintain a deposit account with BDO and to notify BDO accordingly about such account.

- The Company shall at all times be solely responsible for the accuracy 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 its participating sub-accounts with BDO to its header/concentration account with BDO without need for any further act or deed.

## Duties and Responsibilities of BDO

- BDO shall provide collections service to the Company 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 time agreed upon by BDO and the Company's Authorized Representative/s.
- In the performance of the services, 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 &amp; Online Collections

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

## Auto Debit Service

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

## Funds Consolidation (Account Sweeping)

- BDO shall facilitate automated fund transfers between the Company's enrolled participating sub-accounts and header/concentration account/s on a daily basis during BDO's end of day batch processing and/or on a pre-determined schedule, as agreed upon by BDO and the Company's Authorized Representative/s.
- BDO shall only facilitate automated funds transfers of cleared and available funds.

## FORM TYPE

☒ New Enrollment☐ Update

Date

12/05/2025

Company Name

KOLIN MARKETING INC

## Authorized E-mail Recipients of Billing Statement

Name	Position/Department	Landline/Mobile No.	E-mail Address
Mart Nathaniel R. Flores		09178253573	kmi@kolinphil.com.ph
Editha M. Flores		09175375177	eflores@kolinphil.com.ph

## SERVICE DETAILS

Institution Name Display

(30 Characters)

( 2 3 0 7 ) K O L I N M A R K E T I N G I N C

Depository/Collection Account No. (12-digits)

0 1 1 8 0 8 0 0 2 3 0 7

Type of Account

☒ Peso Savings Account☐ Peso Current Account☐ USD Savings Account

Payment Acceptance over-the-counter (OTC)

Require Statement of Account (provide sample SOA)

If SOA required, print validation on SOA

Allow partial payment and beyond due date

Allow late checks

Product Names (if applicable)

Primary Reference Number

Reference Number Description

PAYEE NAME/REFERENCE NUMBER

Field Type

☐ A - Alphabet☒ X - Alphanumeric☐ N - Numeric

Field Length

☒ Min.

1

Max. of  
(Max 20 chars)

- 20

☐ Fixed Length of  
(Character)

Validation Rule

☒ No validation (any alphanumeric value, max of 20 chars)☐ Data format (check data type and length)☐ Check Digit Validation (CDV)<sup>1</sup>☐ Application Programming Interface (API)

Default Secondary Reference Description: Subscriber Account Name / Payor's Name

## Channels

☒ Over-the-Counter (OTC)☒ Cash☒ Checks

(please provide supporting documents for your check payee names)

☒ Personal Online Banking / Digital Banking☒ No Enrollment<sup>2</sup>With Enrollment<sup>3</sup>

Source of Payment:

☒ CASA☒ Cash Card☒ Business Online Banking (BOB)One Time Payment<sup>2</sup>With Enrollment<sup>3</sup>☒ Automated Teller Machine (ATM)☒ No Enrollment<sup>2</sup>

(numeric reference numbers only)

With Enrollment<sup>3</sup>

(via Digital Banking)

Source of Payment:

☒ CASA☒ Cash Card☒ BDO Pay

InstaPay P2B

With QR code

Without QR code

☒ BDO Network Bank☒ OTC☒ BOB

Kabayan Remittance

<sup>1</sup> Provide CDV algorithm<sup>2</sup> No Enrollment / One Time Payment – ideal for dynamic reference numbers<sup>3</sup> With Enrollment – ideal for static reference numbers

## Collection Reports

### ✓ Transmitted via BDO Business Online Banking

(For clients without EOS, please fill out a BOD Solutions Form and Online Enrollment Form)

- ✓ Bills Payment Abstract of Collection
- ✓ Bills Payment Abstract of Collections Late Checks
- ✓ Bills Payment Intraday Report

### Transmitted via BDO SFTP folder

(Please fill out an SFTP Enrollment Form)

Abstract File (standard report)

Extract File (uploadable)

BDO Standard format

Customized (please provide file format)

## Estimated Transaction Details

Average Monthly Transaction Count

Maximum Monthly Transaction Count

Average Monthly Transaction Amount

Maximum Monthly Transaction Amount

Peak Months

Purpose of Transactions

## Special Instructions/Handling Note: May attach supporting documents if needed/applicable.

## Declaration

I/We certify that all the information given in this service checklist is true and correct.

Signature Over Printed Name

Company's Authorized Representative



EDITHA M. FLORES

Date Signed (mm/dd/yyyy)

1 2 1 0 2 0 2 5

Signature Over Printed Name

Company's Authorized Representative



MART NATHANIEL R. FLORES

Date Signed (mm/dd/yyyy)

1 2 1 0 2 0 2 5

Signature Over Printed Name

Endorsed by

Date Signed (mm/dd/yyyy)

Signature Over Printed Name

Signature Verified & Account Setup by Enrollment Associate

Date Signed (mm/dd/yyyy)

Remarks

Signature Over Printed Name

Processed by Enrollment Officer

Date Signed (mm/dd/yyyy)

FORM TYPE ☒ New Enrollment ☐ Update / Additional Users or SitesDate  
(mm/dd/yyyy)

1 2 1 0 2 0 2 5

Company Name

KOLIN MARKETING INC

Branch of Account

EDSA - Kalayaan Avenue

Branch Code

1180

BILLS PURCHASE LINE ACCOUNT ☐ Yes ☒ No

Account Name

Account Number

Account

1 KOLIN MARKETING INC

011808002307

CURRENT ACCOUNT

2

## AUTHORIZED E-MAIL RECIPIENTS OF BILLING STATEMENT

Name

Position - Dept.

Landline / Mobile

Fax No.

E-mail Address

1 Mart Nathaniel R. Flores

09178253573

kmi@kolinphil.com.ph

2 Editha M. Flores

09175375177

eflores@kolinphil.com.ph

## SITE CONTACT PERSON(S)

Name

Position - Dept.

Landline / Mobile

Fax No.

E-mail Address

1 Mart Nathaniel R. Flores

09178253573

kmi@kolinphil.com.ph

2 Editha M. Flores

09175375177

eflores@kolinphil.com.ph

## SERVICE DETAILS

Site Name

KOLIN MARKETING INC / KOLIN PHILIPPINES INTERNATIONAL INC HEAD OFFICE

Installation Address

1854 Sta.Rita St., Guadalupe Nuevo, Makati City

## MACHINE AND WEBSITE USERS

Authorized Users (Last Name, First Name, Middle Name)

Email Address

Mobile Number  
(OTP)Admin  
MakerAdmin  
Checker

Remarks

Editha M. Flores

eflores@kolinphil.com.ph

09175375177

☒☒

New User

Mart Nathaniel R. Flores

kmi@kolinphil.com.ph

09178253573

☒☒

New User

Choose an item

Choose an item

Choose an item

Choose an item

Choose an item

Choose an item

## SPECIAL INSTRUCTIONS / HANDLING (May attach supporting documents if needed/applicable)

Service Account / ADB Account : 011808002307 / 002020082086 ; Billing Account: 002020082086

## DECLARATION

(I/We certify that all the information given in this user enrollment form is true and correct. I/We further certify that I/we have read, understood and agreed to be bound by the Corporate Check Scanner Service terms and conditions.)

Conforme

SIGN HERE

MART NATHANIEL R. FLORES 1 2 1 0 2 0 2 5

Company's Authorized Representative

(Signature over printed name)

Date

(mm/dd/yyyy)

Conforme

SIGN HERE

EDITHA M. FLORES 1 2 1 0 2 0 2 5

Company's Authorized Representative

(Signature over printed name)

Date

(mm/dd/yyyy)

Target Live Date

(to be determined by BDO) (mm/dd/yyyy)

Signature Verified and Account Set-up by

(Signature over printed name)

Date

(mm/dd/yyyy)

Machine ID

Enrollment Staff

(Signature over printed name)

Date

(mm/dd/yyyy)

Implementation Officer

(Signature over printed name)

Date

(mm/dd/yyyy)

Enrollment Officer

(Signature over printed name)

Date

(mm/dd/yyyy)

Remarks

## COMPANY INFORMATION

Date  
(mm/dd/yyyy)

12 / 10 / 2025

Name

KOLIN MARKETING INC

Account Number

011808002307 / 002020082086

Authorized Representative/s  
Name

Contact Number

E-mail Address

Signature

1 Mart Nathaniel R. Flores

09178253573

kmi@kolinphil.com.ph

2 Editha M. Flores

09175375177

eflores@kolinphil.com.ph

## CORPORATE CHECK SCANNER PRICING SCHEDULE

✓ Corporate Check Scanner

Monthly ADB of 6.8M for 3600 checks per year

## CLIENT AUTHORIZED SIGNATORIES

Name and Position

Date  
(mm/dd/yyyy)

12 / 10 / 2025

OLIVER M. FILOTEO

Name and Position

Date  
(mm/dd/yyyy)

SIGN HERE

## BANK AUTHORIZED SIGNATORIES

Name and Position

Date  
(mm/dd/yyyy)

PAOLO LUIS A. PEREZ | PAULEEN LEI C. QUIJANO

Name and Position

Date  
(mm/dd/yyyy)

JOHN PAUL F. DALIPE | CAROLINE H. GARCIA

## CORPORATE CHECK SCANNER TERMS AND CONDITIONS

## Corporate Check Scanner (CCS) Machine Use and Maintenance

- The Company shall provide a suitable rent-free space acceptable to BDO for the installation of the CCS Machine.
- The Company shall ensure network availability via Local Access Network or Wi-Fi and computer terminal/s that will be integrated to the CCS Machine/s and system.
- The Company shall allow entry of BDO authorized personnel in the designated facility to do installation, configuration, or replacement of CCS Machine upon onboarding or maintenance.
- The Company shall not copy, modify, create any derivative work from, reverse engineer, reverse assemble or otherwise attempt to discover any source code, sell, assign, sublicense, the CCS Software or allow or permit the CCS Software or any part of it to be combined with or incorporated in other programs.
- After the installation, the Company shall not move the CCS Machine. Any relocation of the device to other sites shall only be upon approval of BDO. BDO has the right to charge the Company additional cost for the reinstallation or relocation of the CCS Machine.
- The Company will diligently comply with all the requirements for proper operation and maintenance of the hardware and software components and requirements of the CCS Machine, and its recommended security measures to be implemented based on the implementing guidelines to be provided by BDO. If the requirements are not fully complied with, BDO reserves the right to suspend the Service or a part of it. The Company shall hold BDO free and harmless and indemnified from any damage, cost or expense which BDO may incur or suffer arising from or in connection with the failure by the Company to comply with any or all of the requirements.
- The Company acknowledges that the CCS Machine shall remain the property of BDO, and should be exclusively used for BDO transactions only.
- In the event that defects or faults in CCS Machine and CCS System Module were encountered, the Company shall immediately report to BDO for investigation and resolution.
- Upon termination of the Service, BDO has the right to deactivate the CCS Portal, disable scanning of checks, and pull out the CCS Machine.

## Acknowledgments, Duties, and Responsibilities of the Company

- The Company consents and authorizes BDO to access the Company's information and hereby waives in favor of BDO its right to confidentiality under the provisions of Republic Act No. 1405, Republic Act No. 6426 and Section 55 of the General Banking Law of 2000 (collectively, the "Bank Secrecy Laws") or any law on the secrecy of bank deposits, and the pertinent implementing rules and regulations, including any amendment thereto, in respect of any data/information/transactions concerning/ involving the Depository Accounts relating to BDO's implementation of the Service.
- The Company attests that the Corporate maker/s and Corporate checker/s created by the Corporate Administrators are authorized users for the Company's check transactions.
- The Company shall comply with the advisories and instructions received from the bank related to Corporate Check Scanning activities.
- The Company shall ensure the date and amount indicated in the checks are validated with the scanned digital check image upon submission to avoid delay and/or rejection by BDO.
- The Company shall ensure that the checks are properly endorsed (Account Name, Account Number, Contact Number and deposit reference details, if

- Provide BDO with such assistance as may be requested by BDO in the conduct of any investigation or inquiry arising from or in connection with any security breach, discrepancy, fraud, unlawful or criminal activity, receipt of counterfeit/fake/unfit checks or such other circumstances or incident that may adversely affect the CCS Machine and/or the Service.
- The Company acknowledges that BDO may, without prior notice to the Company, immediately debit and/or credit the Company's Account with the amount of discrepancy found between the amount indicated on the physical check received by BDO and the amount indicated in the electronic reports generated by the CCS System Module.
- The Company shall hold BDO free and harmless from any and all losses or damages suffered or incurred by the Company arising from or in connection with: (a) any downtime, interruption or unavailability (wholly or partially), or any suspension or termination, of facilities provided by BDO's authorized Service Provider in connection with the CCS Machine, CCS System Module and/or Service; or (b) failure or inability of the Company to use the CCS Machine and/or CCS System Module for whatever reason including, but not limited to, those arising from any defect or damage to, or breakdown of the CCS Machine and/or the CCS System Module; (c) any error or mistake in the report generated by the system of the authorized Service Provider; (d) the Company's failure to comply with its obligations herein.
- During a system downtime and in the event that the checks were scanned with the Unique Identification Code (UIC) printed at the back of the check but cannot be submitted to the bank through CCS, the Company agrees to deposit the checks at the Branch of Account.
- Should the CCS Machine and/or CCS System Module be unavailable for use by the Company (whether due to breakdown or maintenance) the Company agrees to deposit the checks over-the-counter via BDO branch.
- The Company commits to be enrolled in the Service for a minimum of 2 years from the date of implementation. Should the Service be terminated beforehand, the pre-termination fee is Php150,000.00, which may be waived subject to BDO's evaluation and approvals.
- The Company agrees and undertakes to provide the scanned physical checks along with a summarized inventory of scanned checks on a weekly basis via courier or via hand-delivery by Company-authorized personnel to their Branch of Account.
  - The Company consents to the appointment by BDO of a Service Provider to pick up the checks, and authorizes BDO to disclose to the Service Provider the Company's Account related information such as Account Number and Account Name, including the Company's address and contact details. For this purpose, the Company hereby waives in favor of BDO and BDO's Service Provider, its right to confidentiality under the provisions of Republic Act No. 1405, Republic Act No. 6426 and Section 55 of the General Banking Law of 2000 (collectively, the "Bank Secrecy Laws") or any law on the secrecy of bank deposits, and the pertinent implementing rules and regulations, including any amendment thereto, in respect of any data/information/transactions concerning/ involving the Depository Accounts relating to BDO's implementation of the Service.
- In the event of delayed submission of physical checks, the Company will receive email notification from BDO requiring the checks to be submitted strictly within five (5) banking days from notice. Failure to comply with the notice shall result in the Company's Account being debited for the amount of the checks still not submitted to BDO.
- The Company should ensure that the checks are ready for collection and are valid, unspoiled, and undamaged upon submission to the Service Provider or designated Branch of Account. In the case of lost checks, the Company shall issue an Affidavit of Loss which may be accepted subject to approval of BDO. In case of spoiled or damaged checks, the Company will issue to BDO a Certification Letter on checks damaged during their possession.

#### Acknowledgments, Duties, and Responsibilities of BDO

##### Corporate Check Scanner Machine Use and Maintenance

- BDO shall ensure Client Enrollment and pre-requirements checklist are complete prior implementation of the service to the Company.
- BDO shall deliver and install the CCS Machine in the premise of the Company and ensure it is in good condition. In the event that the CCS Machine is defective, BDO will replace the unit.
- BDO shall ensure CCS System Module connection and modules are successfully integrated in the Company's premise.
- BDO shall provide a confirmation that the CCS Machine and CCS System Module are successfully installed and integrated.
- BDO shall pull out the CCS Machine from the Company's facility if the Company notifies BDO of its intention to terminate the Service.
- BDO shall pull out the CCS Machine from the Company's facility if the Company notifies BDO of its intention to terminate the Service.

##### Corporate Check Scanner Transactions

- BDO shall provide the Company an Administrator Account which will be communicated through the authorized Company Administrator representative's e-mail provided upon enrollment to the Service.
- BDO shall only process digital check images endorsed by the Company that complies with the agreed cut-offs and check technicalities (e.g., amount, signature, and others) of the received digital check images.
  - BDO shall process the digital check images within the allotted timing during banking days. The processing window is from 9:00AM to 2:30PM, but may subject to change based on BDO or PCHC's decisions.
  - In the event that the Company scans the checks beyond the processing window, BDO shall queue the digital check images for next day's processing.
  - BDO shall validate check technicalities for approval, update, and/or rejection considering the standard bank procedure.
    - BDO has the right to correct the check details encoded by the Company in the CCS System Module based on the digital check image received.
- For On-Us check deposits, BDO shall credit the Company if the issuer of the BDO check have sufficient funds in their accounts.
- For Off-Us check deposits, BDO shall credit the Company upon clearing the check. The Company agrees that its Account shall be debited when scanned digital check images are returned or unfunded.
- If applicable, BDO shall use the Company's Bills Purchase Line for On-Us and Off-Us check deposits upon written consent of the Company.
- BDO shall process reversals of deposited funds in cases of, but not limited to, discrepancy, fraud, unlawful or criminal activity, and receipt of counterfeit/fake/unfit checks.
- BDO shall do the collection of physical checks agreed together with the Company via courier service and/or via Over the Counter (OTC) on a weekly basis.
- Should the Company fail to comply with the notice of BDO requiring the processed checks to be submitted strictly within five (5) banking days, BDO has the right to debit the account for the amount of the check/s that are yet to be submitted to the bank.

CLIENT AUTHORIZED SIGNATORIES OLIVER M. FILOTEO

SIGN HERE

SIGN HERE