

Customer Request Form Secured Loans

Name of Borrower/s			Date
Promissory Note Number	Hom	ne Tel. No. 1	Home Tel. No. 2
Address	Offic	ce Tel. No. 1	Office Tel. No. 2
Email Address	Mob	ile No. 1	Mobile No. 2
Please check (✓) type of request:			
Auto Loan	Sour	'Ce (Branch Name, Unit)	
Amortization Schedule Purpose		y of Loan Documents	Purpose
Certification		nge Mode of Payment	
Payment Summary/History of Payments	Reaso	ın	
(With Certification Fee of P200.00)		ADA to PDC	OTC to PDC OTC to ADA
Outstanding Balance (With Certification Fee of P100.00)		ADA Replacement	
Interest Applied and Total Interest Paid (With Certification Fee of P200.00)	OLD (CA/SA	NEW CA/SA
(Please specify coverage period)		PDC to ADA	
Indicate payment details OR No. Date of Payment	NIE NA	CA /CA	
OR NO. Date of Payment		CA/SA	
BDO Branch where payment was made Amount Paid	Post	: Dated Check Related	
Full Payment (no charge)		Hold	Pull Out Replacement
Certificate of Encumbrance with OR/CRE		Re-Deposit / Deferme	nt
Purpose	From:	(date)	To: (date)
Certificate of Mortgage (with P100.00 cert fee, for HL only)		ubmitted at	ro. (date)
Purpose			
Statement of Account for Full Payment *Must not fall on a weekend or holiday As of Payoff Date	(Please spec	cify reason & check details)	
Change Due Date	Refu		
From To		Due to Excess Paymer	nt Due to Insurance Claim
(Please specify reason)	Mod	e of Release	
Indicate payment details for accrued interest	⊔		
OR No. Date of Payment		Manager's Check (brand	ch)
BDO Branch where payment was made Amount Paid		Credit to CA / SA No.	
Update / Change Customer Information	*(CASA or MC must be under th	ne name of the borrower/s
Old Info	Manı	ual Debit	
Novelet			
New Info Others (Please specify)	Amou	nt	CA / SA #
Carlots (riedae speeny)	Date (of Debit	Purpose
I hereby acknowledge having made the above request for the reason/re			·
Facsimile to Fax Number			
		(Lindii Address)	
Mail Delivery to (Address)			
Others			
I also authorize BDO/its representatives to give feedback and/o submitted to BDO, or on file with BDO. BDO/its representatives s (and the contents thereof) is/are received by or has/have con authorized by the undersigned. PLEASE SIGN HERE	shall be free fro	om any claim or liability	whatsoever, in case the requested document
			Verified by:
1 Signature of Principal Borrower over Printed Name 3 Signature of Co-Borrower/Co-Make over Printed Name over Printed Name			Signature over Printed Name
2 Signature of Co-Borrower/Co-Maker/Co-Mortgagor 4 Signature of Co-Borrower/Co-Make	er/Co-Mortagger	DICUT THE SE	
over Printed Name over Printed Name		RIGHT THUMB	Identification Card Presented

Customer Request Form wil be returned if not completely filled out. All signatories on the loan documents should sign the customer request form. Signatory/ies who will not be available to affix their original signature, should issue a Special Power of Attorney authorizing the present signatories to sign on their behalf.

2. If client/s cannot sign, fingerprints should be affixed and witnessed by two persons.

Reminders:

INSURANCE

SUBMISSION OF ENDORSED LIFE INSURANCE POLICY (Home Loans and SME)

- Original copy to be submitted once request is approved
- Should be issued by a Philippine insurance company accredited by BDOI
- Official Receipt or Certificate of Full Payment for entire period
- Coverage period is not less than the term of the loan

CHANGE IN ADA ENROLLMENT/CHANGE MODEOF PAYMENT FROM PDC TO ADA

- *Customer Request Form (CRF) and Automatic Debit Arrangement (ADA) forms should be signature verified and validated / approved by branch officer
- *Unused checks, if any, shall be regarded as cancelled and shred accordingly by the bank.
- *Submit all requirements at least 7 banking days before your loan due date.

CHANGE DUE DATE

- For Auto Loan, one-time request only for the entire term
- Maturity date remains the same
- Submit all requirements at least 7 banking days before your loan due date

AMENDMENT OF TERM

LENGTHENING (Home Loans and SME)

- *Mortgage Redemption Insurance (MRI) payments should be updated
- *Effective date of request is after complete submission of all requirements
 - 1) Proof of Income for employed borrowers
 - 2) Updated Tax Declaration on Land and Improvements
 - 3) Photocopy of Official Receipt for appropriate fees paid
 - Amendment Fee P3,000.00
 - Processing Fee P3,000.00
 - Documentary Stamps (computation: Outstanding balance / 200)

SHORTENING (Home Loans and SME)

- *Effective date of request is after complete submission of all requirements
- *Current loan term and monthly amortization will still be applied until request is approved and implemented
- *Submit any of the following as proof of income a) Bank Statement for the last 6 months
 - b) Certificate of Employment (COE) / Income Tax Return (ITR) / Payslip (if employed)
 - c) Income Tax Return (ITR) / Audited Financial Statement (if self-employed)
- *Current loan term and monthly amortization will still be applied until request is approved and implemented

Turn Around Time

Note: Above requests are subject for approval.

Type of Request

Certification > Mortgage (Home Loans and SME) > Encumbrance (Auto Loans) > Full Payment of Loan	3	Banking Days
Interest Applied and Total Interest PaidHistory of Payment	5	Banking Days
> Outstanding Loan Balance	3	Banking Days
Copy of Documents Loan Documents		
> Auto	3	Banking Days
> Home / SME	5	Banking Days
Amortization Schedule	5	Banking Days
Official Receipt	10	Banking Days
> Submission of Endorsed Life Insurance Policy (Home Loans and SME)	7	Banking Days
> Change ADA Enrollment/change Mode of Payment from PDC to ADA	3	Banking Days
> Change Due Date	7	Banking Days
Amendment of Term > Lengthening (Home Loans and SME)	15	Banking Days
> Shortening (Home Loans and SME)	7	Banking Days
> Partial Payment (Home Loans and SME)	5	Banking Days