

# ADA ENROLLMENT TRANSMITTAL

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

BDO     
  Chinabank     
  Security Bank

Regular Buyer/**Non-Employee**

**SM Group Employee**

SERP (Special Employee RFO Payterm)

Non-SERP (Non-Special Employee RFO Payterm)

Company Name: \_\_\_\_\_

Buyer's Name : \_\_\_\_\_

Buyer's Contact No. : \_\_\_\_\_

Project and Unit No. : \_\_\_\_\_

CIN (Contract Info No.) : \_\_\_\_\_

Bank Account No. : \_\_\_\_\_

Savings Account     
  Current Account

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

Amount Due per Month : \_\_\_\_\_

In connection with the enrollment of our client/s in Auto-Debit Arrangement (ADA), this is to transmit the following documents: (Please check the box at left side of the required documents)

	1. ADA Enrollment Form, signed by the account holder/s
	2. Photocopy of two (2) valid Government-Issued IDs of the account holder
	3. Proof of Bank Account No.
	4. Board Resolution for Corporate Accounts

**\*\*We acknowledge that ADA Enrollment Form submitted to Treasury 15 days before the due date of the monthly down payment, buyer is duly advised to settle the amount due via bills payment facility since Treasury will only start the auto debit on the next due date.**

We acknowledge that the above are properly screened and reviewed by the undersigned and are for endorsement to Treasury COR for enrollment with the bank.

Submitted by:

Reviewed by:

Endorsed by:

\_\_\_\_\_  
 Property Specialist/Agent  
 (Signature over Printed Name)  
 07/14/2017/V.1

\_\_\_\_\_  
 Sales Manager  
 (Signature over Printed Name)

\_\_\_\_\_  
 Sales Director  
 (Signature over Printed Name)

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