



**LAND BANK OF THE PHILIPPINES
SPECIAL ASSETS DEPARTMENT**

CHECKLIST OF REQUIREMENTS FOR ROPA BUYERS
(Complete requirements to be submitted)

Buyer's Name : _____
Address : _____
Contact No.: _____ Fax No.: _____

BASIC REQUIREMENTS (CORPORATION AND INDIVIDUAL)

Direct Buyer

- ☐ Deposit of at least 10% of the Purchase Price
- ☐ Filled up Customer Information Sheet
- ☐ Filled up Negotiated Sale Offer Form (Form 6) Photocopy
- ☐ of two (2) Valid ID's duly signed by the Buyer
- ☐ BIR-stamped Income Tax Return (last 3 years) / Certificate of Deposit (for cash basis)
- ☐ Tax Identification Number
- ☐ Marriage Contract, if applicable

with Broker/Referror

- ☐ Deposit of at least 10% of the Purchase Price
- ☐ Filled up Customer Information Sheet
- ☐ Filled up Referral Form (for Referror) & Broker's Registration Letter - for Buyers (Form 4)
- ☐ Filled up Negotiated Sale Offer Form (Form 5)
- ☐ Photocopy of two (2) Valid ID's duly signed by the Buyer
- ☐ BIR-stamped Income Tax Return (last 3 years) (installment basis) / Certificate of Deposit (cash basis)
- ☐ Tax Identification Number
- ☐ Marriage Contract, if applicable

**ADDITIONAL REQUIREMENTS:
CORPORATION**

- ☐ SEC Certificate of Registration of Articles of Incorporation & By-Laws & amendments thereto, if any. 1/
- ☐ Articles of Incorporation and By-Laws & amendments thereto, if any. 1/
- ☐ Board Resolution/Secretary's Certificate authorizing the transaction, authorized representative and signatory/s with the corresponding specimen signature/s. 1/
- ☐ Latest General Information Sheet submitted to SEC. 1/
- ☐ Photocopy of two (2) Valid ID's of the authorized representative. 2/
- ☐ Audited Financial Statement (last 3 years) or Project Study (if start up 3/).

INDIVIDUALS

Employed/Salaried

- ☐ Certificate of Income and Employment (Exhibit A)

Overseas Filipino Workers

- ☐ Certificate of Income and Employment
- ☐ Employment Contract
- ☐ Consularized Special Power of Attorney (Exhibit B) authenticated by the Department of Foreign Affairs.

Self-employed

- ☐ DTI Registration
- ☐ Mayor's Business Permit
- ☐ Audited Financial Statements (last 3 years).

1/ must be duly certified by the Corporate Secretary

2/ must be duly certified by the Corporate Secretary and the authorized representative

3/ subject to verification and validation



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OTHER REQUIREMENTS

- ☐ Letter of Guaranty issued by: ☐ LBP-PFO ☐ LBP-MBD ☐ PAG-IBIG/SSS/GSIS
☐ Bank: _____
☐ Certificate of Deposit: _____

OTHER DOCUMENTS TO BE SUBMITTED AS APPLICABLE

1. **LEGALLY SEPARATED.** If buyer is legally separated, he/she must submit a copy of the Court Order or decree granting the legal separation. This is to be submitted prior to execution of the Deed of Sale to facilitate registration of the said property.
2. **NON-CONJUGAL PROPERTIES.** If a married buyer wants to indicate that there is a separation of properties between him/her and his/her spouse, a copy of the Court Order to this effect should also be submitted prior to execution of the Deed of Sale.
3. **MINORS.** If buyer wants to register the property in behalf of his/her children or beneficiaries who are minors, a copy of the guardianship or trusteeship papers must be submitted prior to execution of the Deed of Sale.
4. **FILIPINO WITH FOREIGN SPOUSE.** If buyer of real property is a Filipino citizen married to a foreigner, the foreigner spouse must present an affidavit that the funds used to purchase the property came completely from the paraphernal funds of the wife-buyer or from the capital assets of the husband-buyer, as the case may be. This is to be submitted upon the signing of the Deed of Sale to facilitate registration of the said property.
5. **BALIKBAYAN.** If buyer is a *balikbayan* under the government's program, he/she must submit an affidavit showing the date and place of the transferee's birth, the names and addresses of his parents, of his spouse and children, if any; the area, the location, and the mode of acquisition of his land holdings in the Philippines, if any; his intention to reside permanently in the Philippines; the date he lost his Philippine citizenship, and the country of which he is presently a citizen. This is required document for registration of the property and must be submitted prior to execution of the Deed of Sale.
6. **DUAL CITIZENS.** For those who have re-acquired Philippine citizenship under R.A. 9225 (Dual Citizenship Act), they shall submit duly certified and authenticated copies of the Order of Approval, Oath of Allegiance and Identification Certificate/s.
7. **OVERSEAS FILIPINO WORKERS (OFWs).** For non-Philippine residents or OFWs, etc., required documents must be submitted: two (2) Valid IDs with photo, copy of job contract, Special Power of Attorney (SPA) duly authenticated/consularized by the Philippine Consulate where said clients are located.
8. **ATTORNEYS-IN-FACT.** For attorneys-in-fact or agents, ensure that the SPA clearly specifies the agent and the scope of agent's authority. SPA must be duly notarized or consularized as case may be.

RECEIVED AND VALIDATED BY:

Acquired Assets Assistant

Acquired Assets Officer



CLIENT INFORMATION AND SPECIMEN SIGNATURE CARD (CISSC)
(DEPOSIT ACCOUNT)

REVISED NOVEMBER 2015
**INDIVIDUAL
CUSTOMER**

Customer No.

Type Code: Personal

Sub-type code:

☐ 10 - Individual

☐ 20 - Sole Proprietorship

PERSONAL INFORMATION

First Name (include name suffix: Sr., Jr., III, IV)

Middle Name

Last Name

Nickname

Nationality

Present Address (No./Street, Subd., Brgy./Dist./Municipality/City/Province)

Country

ZIP Code

Permanent Address (No./Street, Subd., Brgy./Dist./Municipality/City/Province)

Country

ZIP Code

U.S. Address (if applicable)

ZIP Code

Tax Identification Number (TIN)

Residential Phone (Area Code + Tel. No.)

Mobile Phone No.

U.S. Social Service Number (SSN) or Individual Tax Identification Number (ITIN), if applicable

U.S. Phone (Area Code + Tel. No.)

Profession

e-Mail Address

Length of Stay in the US

Current Yr _____ Last Yr _____ 2 Yrs Prior _____

Valid IDs Presented :

SSS No. _____ Passport No. _____ ACR No. (For Foreign Nationals) _____

Company ID No. _____

GSIS No. _____

Voter's ID No. _____

Others _____

Source of Funds:

☐ 30 - Business

☐ 60 - Other Remittance

Gender: ☐ M ☐ F

Civil Status: ☐ Separated

☐ 10 - Salary/Honoraria

☐ 40 - Pension

☐ 99 - Others (pls. specify)

Nationality

☐ Single

☐ Widowed

☐ 20 - Interest/Commission

☐ 50 - Overseas Filipino Remittance

☐ Married

☐ Divorced

Date of Birth (mmddyyyy)

Place of Birth

No. of Children

Mother's Maiden Name (First Name, Middle Name, Last Name)

SPOUSE'S INFORMATION

Name (First Name, Middle Name, Last Name)

Profession

Date of Birth

Tax Identification Number (TIN)

BENEFICIAL OWNER'S INFORMATION

Name (First Name, Middle Name, Last Name)

Customer No.

Date of Birth (mmddyyyy)

Place of Birth

Nature of Work

Source of Funds

Present Address (No./Street, Subd., Brgy./Dist./Municipality/City/Province)

ZIP Code

Country

FINANCIAL INFORMATION OF DEPOSITOR

Employer's Name

Employment Start Date

Job Title

Employer's Address (No./Street, Subd., Brgy./Dist./Municipality/City/Province)

ZIP Code

Occupation

☐ 1 - Employed

☐ 3 - Overseas Filipino Worker

Monthly Gross Income

☐ 1 - Php 30,000.00 & Below

☐ 3 - Php 50,000.01 - 100,000

☐ 5 - Over Php 500,000

☐ 2 - Self-employed

☐ 4 - Retired

☐ 5 - Others (pls. specify)

☐ 2 - Php 30,000.01 - 50,000

☐ 4 - Php 100,000.01 - 500,000

SPECIMEN SIGNATURE CARD

Account Name

Account Type

Account Number :

Initial Deposit

☐ Cash

☐ Check

Date Opened

Date Updated

PLEASE ATTACH
ID PICTURE

1 _____

2 _____

3 _____

Left Thumbmark

Right Thumbmark

(This portion shall be accomplished if client is unable to write.)



(continuation) FINANCIAL INFORMATION OF DEPOSITOR				
FOR SOLE PROPRIETORSHIP ONLY				
Business Name:				
Business Address			ZIP Code	Country
Business Phone (Area Code + Tel. No.)	Date Established (mm/dd/yyyy)	Years in Business	No. of Employees	
Place of Registration	Registration Date	Registration Number	Registering Agency (CDA, DTI, SEC, etc.)	
NATURE OF WORK/BUSINESS/ECONOMIC ACTIVITY				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> 0100 - Agriculture, Hunting and Forestry <input type="checkbox"/> 0200 - Fishing <input type="checkbox"/> 0300 - Mining and Quarrying <input type="checkbox"/> 0400 - Manufacturing <input type="checkbox"/> 0500 - Electricity, Gas and Water Supply <input type="checkbox"/> 0600 - Construction <input type="checkbox"/> 0700 - Wholesale and Retail Trade </div> <div style="width: 33%;"> <input type="checkbox"/> 0800 - Hotel and Restaurant <input type="checkbox"/> 0900 - Transportation <input type="checkbox"/> 1000 - Financial Intermediation <input type="checkbox"/> 1100 - Real Estate <input type="checkbox"/> 1200 - Renting and Business Activities <input type="checkbox"/> 1400 - Education <input type="checkbox"/> 1500 - Health and Social Work </div> <div style="width: 33%;"> <input type="checkbox"/> 1600 - Other Community, Social and Personal Services (e.g., Individual Service Provider) <input type="checkbox"/> 1700 - Private Household with Employed Persons <input type="checkbox"/> 1204 - Jewelry/ Precious Stones Dealer <input type="checkbox"/> 1005 - Foreign Exchange Dealer/Money Changer/Remittance Agent <input type="checkbox"/> 0021 - Others (pls. specify) _____ </div> </div>				
List of companies where depositor is a Director/Officer/Stockholder				
Existing Accounts With LBP <input type="checkbox"/> SA/ATM <input type="checkbox"/> Trust <input type="checkbox"/> Treasury <input type="checkbox"/> CA/ATM <input type="checkbox"/> Loans <input type="checkbox"/> Credit Card <input type="checkbox"/> TD <input type="checkbox"/> Trade		Existing Accounts With Other Banks <div style="display: flex;"> <div style="flex: 1;">Bank / Branch name</div> <div style="flex: 1;">Type of Account</div> </div>		
PHONE ACCESS & iAccess ENROLLMENT				
Request for enrollment <input type="checkbox"/> iAccess <input type="checkbox"/> Phone Access <input type="checkbox"/> Others (pls. specify)				
Account Number		Account Type*	Fund Transfer**	
		Individual (I)/Joint (J)	Own	3rd Party
			Source	Destination
			Bills Payment	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> </div> <div style="width: 33%;"> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> </div> <div style="width: 33%;"> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> </div> </div>				
* Indicate (I) if individual account or (J) if joint account. For joint "and" account, only inquiry services can be enrolled. ** Put a check (✓) mark to whichever is applicable.				
Bills Payment (Limited to individual/joint "or" accounts) Note: All enrolled deposit accounts will be activated for Bills Payment feature				
Merchant/Agency		Subscriber's Name		Reference Number*
*For verification of your reference number, please present your latest Billing Statement from your merchant. Note: Please indicate "NOT APPLICABLE" or "NA" for fields with no applicable data and "Nothing Follows" immediately after the last item.				
I certify that the above information are true and correct.				
Signature Over Printed Name				
FOR BANK USE ONLY				
Please put check (✓) and indicate details, whenever applicable				
BE []	RBE []	Name of BE _____		Validated/Assessed/Authenticated and Opened By:
PC []	WPR []	Name of PC _____		Approved By:
OFC []	Match []	No Match		
FATF []	Match []	No Match		
CPRR Points []	LR []	NR []	HR []	
		Signature Over Printed Name		Signature Over Printed Name
		DATE: _____		DATE: _____
ATM CARD/PASSBOOK/CHECKBOOK ACKNOWLEDGEMENT SECTION				
APPROVED FOR RELEASE:		RELEASED BY:		RECEIVED BY:
Customer Associate/Date/Time		Immediate Supervisor/Alternate		Signature over printed name
PIN MAILER ACKNOWLEDGEMENT SECTION				
RELEASED BY:		RECEIVED BY:		
Branch Head/Alternate/Date/Time		Signature over printed name		





LAND BANK OF THE PHILIPPINES
SPECIAL ASSETS DEPARTMENT

Buyer's Name : _____
Address : _____
Contact No.: _____

KYC Questionnaire:

1. I came to know about the property through:

- ☐ LBP Website ☐ Online Partners (e.g. Lamudi, Repo.ph, PropertyForum) ☐ Social Media (Facebook)
☐ Referred by Agent/Referrer/Broker ☐ Newspaper, poster, tarpaulin ☐ Housing Fair
☐ Referred by Branch _____
(Branch Name) By: (Name of Branch Employee)
☐ Referred by LBP Employee _____
(Name of Employee) Contact Number

2. Purpose of Purchase: _____

3. Source of fund for this Purchase: _____

4. First Time buyer with LBP? ☐ Yes ☐ No If NO, please give details of previous property purchased: _____

5. Are you related to an LBP Employee? ☐ Yes ☐ No
If YES, Name of LBP Employee/Position _____ LBP 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

8. LBP Credit Card Holder? ☐ Yes ☐ No

9. Filipino Citizen? ☐ Yes ☐ No
If No, please specify citizenship: _____

Related Party Questionnaire (PRINCIPAL):

1. Are you an employee, a director, or officer of LBP and/or its subsidiaries/ affiliated companies? ☐ Yes ☐ No

If YES, please specify the following:

Department/Unit: _____ ☐ Director ☐ Officer ☐ Employee
Department/Unit: _____ ☐ Director ☐ Officer ☐ Employee
Department/Unit: _____ ☐ Director ☐ Officer ☐ Employee

2. Do you have any relatives working in LBP and/or affiliated companies/ subsidiaries within the second degree of consanguinity or affinity?
(e.g. spouse, parent/parent-in-law, child/son, daughter-in-law, brother/brother-in-law, sister/sister-in-law, grandparent/grandparent-in-law, grandchild/grandchild-in-law)

If YES, please specify the following:

Name of Relative	Relationship	Company Name
Last Name, First Name Middle Name		
Last Name, First Name Middle Name		
Last Name, First Name Middle Name		

CERTIFICATION

I hereby certify that the information provided above is true and correct, to the best of my knowledge and belief.

Signature Over Printed Name

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 authorizes LBP and its authorized representative/s to conduct credit verification.
- The buyer hereby waives confidentiality of client information including but not limited 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.

SIGNATURES OF BUYER/S

Principal Buyer	Conforme of Spouse	Second Buyer	Conforme of Spouse	A.I.F. Per SPA
-----------------	--------------------	--------------	--------------------	----------------

Date _____

Special Assets Department
Land Bank of the Philippines
30th Floor, LANDBANK Plaza
M.H. del Pilar cor. Dr. Quintos Sts.
Malate, Manila

NEGOTIATED SALE OFFER LETTER

Gentlemen:

I would like to offer to buy through negotiated sale from the Land Bank of the Philippines the acquired property/ies described as follows:

Location:
Description:
Land/Floor Area:
Offered Price:

Mode Of Payment	
<i>Lump Sum (Cash)</i>	<i>Installment Basis</i>
_____ % of the Offered Price (at least 10%) _____ % balance payable as follows: Within _____ days from date _____ of Notice of Approval of Sale.	_____ % of the Offered Price (at least 10%) _____ % additional payment payable within _____ days after approval. _____ % balance payable monthly, as follows: Term: _____ no. of years Interest: _____ % per annum
Note: A penalty of 2% per month shall be charged for late payment/s	

The payment for the required _____ % of the Offered Price is enclosed with the following details: Amount: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Check No.: _____ Bank / Branch: _____ Date: _____
--

LBP's receipt of *at least 10% of the Offered Price* described above does not constitute acceptance of my [the offeror's] offer. It shall be applied as partial payment in case my offer is approved. *The amount shall be forfeited* in favor of LBP if the sale is approved but not consummated due to negligence, failure to submit the necessary documents, or any act or omission on my part that may be construed by Land Bank as arising from my own fault. However, I agree that *the same shall be returned to me without interest* in case my offer is disapproved by Land Bank or not recommended for approval for whatever reason. It is also understood that I have inspected the property described above to ascertain the actual condition/status of the same and that I am acquiring the same on an "AS-IS-WHERE-IS" basis. I further agree that Land Bank reserves the right to accept or reject offers and I likewise hold Land Bank free and harmless from any liability arising hereof.

Very truly yours,

BUYER/s:**BROKER:**_____
Name/s and Signature/s

LBP RESOURCES & DEVELOPMENT CORP.

Address**REFERROR:**_____
Telephone No.

TIN: _____

Signature Over Printed Name

LBP SPAD Form No. 4
(for SALE TRANSACTIONS)
LBRDC-LBP BROKERAGE TIE-UP

(Date)

The Special Assets Department
Land Bank of the Philippines
M.H. del Pilar cor. Dr. Quintos Sts.
Malate, Manila

or _____ Lending Center
Land Bank of the Phils.

BROKER'S REGISTRATION LETTER

Gentlemen:

We would like to register our buyer, Mr./Ms./Mrs. _____, referred by Mr./Ms./Mrs. _____, who has indicated his/her/their interest to purchase the following acquired property/ies from Land Bank of the Philippines described below:

Property desired to be Purchased

Location : _____
Description : _____
Land/Floor Area : _____
Buyer's Name : _____
Address : _____
Telephone No. : _____
Office Address : _____
Telephone No. : _____

BROKER:

LBP Resources & Dev't. Corp.

Information Attested Correct:

Printed Name & Signature of Buyer

Referror:

Printed Name & Signature of
Head of LC/LAU or AO

(Signature over printed name)

Referral No. _____

LBRDC-LBP ROPOA BROKERING/REFERRAL TIE-UP**A. REFERRAL FORM** (to be filled in by Referror)

(Date) _____

LBP Resources and Development Corporation (LBRDC)

Gentlemen:

I am pleased to refer Mr./Mrs./Ms. _____ residing at _____ who intends to purchase/lease LBP acquired assets, particularly described as follows: _____.

In this regard, I hereby give you the assurance that I have completed or will be fully responsible for the completion of the following:

1. Identification of the prospective buyer/lessee and submission to you of all pertinent information on said buyer/lessee, as may be required by LBP SPAD/LC.
2. Preliminary marketing efforts and inspection of site/property by buyer/lessee.
3. Actual negotiation and submission of Buyer's formal proposal to buy, using LBP SPAD's Negotiated Sale Offer (Form 5/5A).
4. Compliance with the specific terms and conditions of the approved sale/lease.
5. Closing of the sale with the signing of the Contract to Sell, Deed of Conditional Sale, Deed of Absolute Sale, or any other pertinent contracts/documents to effect the sale/lease.
6. Information/reminder to Buyer/Lessee and ensure that payments on the subject sale/lease are made to LBP and/or the appropriate government agency on their due dates, including payment of VAT, if applicable, transfer tax, registration expenses, documentary stamp tax, and other fees and expenses in connection with the sale/lease and registration thereof, as well as association dues, interest and penalties, real property tax and other related fees and expenses the payment of which may be or have been advanced by LBP.
7. Compliance with the General Provisions of the LBRDC Brokering of LBP Acquired Assets enumerated at the back hereof.

I hope to complete all the required activities by _____, 20____. Thank you.

Very truly yours,

Printed Name & Signature of Referror

to be filled in by LBRDC

B. BROKER'S (LBRDC) ACKNOWLEDGEMENT/ACCEPTANCE FORM

This is to acknowledge your referral of Mr./Mrs./Ms. _____ as prospective buyer of above described LBP property. In this regard, LBRDC accepts said referral and commits to undertake the following activities as a duly accredited broker of LBP:

1. Register your referral with LBP SPAD/LC thru the submission of duly accomplished Broker's Registration Letter (LBP SPAD Form 4/4A), together with the duly accomplished Buyer's Negotiated Sale Offer (LBP SPAD Form 5/5A) and the required deposits/advance rentals, as applicable.
2. Comply with all the LBP Guidelines/Policies/Procedures on Registration of Buyers/Lesseees up to the approval of the sale/lease by appropriate LBP approving authorities.
3. Give assistance whenever applicable to Referror/Buyer in the documentation/execution of the required sale/lease papers/documents.
4. Comply with the General Provisions of LBRDC Brokering of Acquired Assets as enumerated at the back hereof.
5. As each pertinent check representing LBRDC's Broker's Commission is received, release within _____ banking days to Referror the finder's/referral fee, computed as follows:

LBP Resources & Dev't. Corp.

Conforme:

Printed Name & Signature of Referror

Tel. Nos. - (02) 405-7135/405-7134/405-7402 Fax no. (02) 528-8589

Look for Nick Barnes

General Provisions:

1. Non-compliance with any of the Referror's commitments will be ground for LBRDC to automatically reject/cancel the acceptance of the referral.
2. LBRDC reserves the right to :
 - 2.1 cancel for any reason and at any time the acceptance of the referral by giving prior written notice of such cancellation.
 - 2.2 refuse to sell property to a buyer who is referred by Referror for any reason whatsoever.
3. Each referror shall hold LBRDC, its Board of Directors, its officers and staff and any of its employees free and harmless from any action or claim.
4. It is understood that no employer-employee relationship or contract of agency exists between the Referror and LBRDC. Hence, LBRDC mat not be held liable for any and all acts that may be committed by the Referror without the express consent of LBRDC.
5. Referrors are not authorized to accept payment from buyers of the Bank's properties.
6. Referror shall be held liable for any damage that may be caused to the property of the Bank during the site inspection owing to the willful act or negligence of said Referror and/or his Buyer/Lessee.
7. Injuries, damages or losses sustained by third parties during the site inspection/tripping organized by the Referror shall be the sole responsibility of the Referror.
8. The foregoing terms and conditions are subject to change by LBRDC without prior notice, of which changes Referror shall be notified accordingly.

CERTIFICATION

This is to certify that I, _____ is the referror for the
(Name of Referror)
sale of _____ to
(Property description)

(Name of Client)

This is to further certify that I am the point person for the sale of the above describe property and shall abide with the Referror's responsibilities and General Provisions stated above.

(Signature over printed name of Referror)

Original documents and two government issued IDs are presented and verified.

The Referror herein has personally filed and submitted the documents.

Checked/verified by:

Signature over printed name