

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

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

Gentlemen:

**NEGOTIATED SALE OFFER LETTER**

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
<b>Note: A penalty of 2% per month shall be charged for late payment/s</b>	

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: _____
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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:**\_\_\_\_\_  
Name/s and Signature/s\_\_\_\_\_  
Address\_\_\_\_\_  
Telephone No.

TIN: \_\_\_\_\_



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

REVISED NOVEMBER 2015  
**GOVERNMENT  
CUSTOMER**

Customer No.

Type Code: Commercial

Sub-Type Code:

☐ National Government Agency

☐ 11 - Executive Branch

☐ 12 - Legislative Branch

☐ 13 - Judicial Branch

☐ 14 - Constitutional Office

☐ Local Government Unit

☐ 21 - Barangay

☐ 22 - Municipal

☐ 23 - City

☐ 24 - Provincial

☐ Government-Owned and Controlled Corporation

☐ 31 - Government Bank

☐ 32 - Non-Financial Public Enterprise

☐ 33 - Other Government Instrumentality

☐ 39 Others, (pls. specify) \_\_\_\_\_

**INSTITUTIONAL INFORMATION**

Name of Government Institution

Name of Mother Agency (if applicable)

Principal Business Address (No., Street, Subdivision, Brgy. / District, Municipality, Province)

ZIP Code

e-Mail Address

Business Phone (Area Code + Tel. No.)

Tax Identification Number (TIN)  
(Please exclude RDO / Branch Code)

Place of Registration

Date of Registration (mm/dd/yyyy)

Registration Number

No. of Employees

Created by Virtue of

☐ RA/PD No. \_\_\_\_\_

☐ Executive Order No. \_\_\_\_\_

☐ Administrative/Memorandum No. \_\_\_\_\_

☐ Others \_\_\_\_\_

**NATURE OF BUSINESS/ECONOMIC ACTIVITY**

☐ 0001 - Advisory Body/Policy/Governance/Regulatory

☐ 0002 - Agriculture

☐ 0003 - Communication

☐ 0004 - Education/Cultural

☐ 0005 - Electricity/Gas/Water

☐ 0006 - Financial Institution

☐ 0007 - Fishery

☐ 0008 - Food Industry

☐ 0009 - Forestry

☐ 0010 - Housing/Land Management

☐ 0011 - Industrial

☐ 0012 - Infrastructure

☐ 0013 - Medical & Health Service

☐ 0014 - Military/Law Enforcement

☐ 0015 - Promotional Tourism

☐ 0016 - Research/Development/Scientific/Technological

☐ 0017 - Social Service

☐ 0018 - Sports/Gaming

☐ 0019 - Trading

☐ 0020 - Transportation, Storage & Communication

☐ 1800 - Extra-Territorial Organization and Body

☐ 0021 - Others (pls. specify) \_\_\_\_\_

**Existing Accounts With LBP**

☐ SA  
☐ CA  
☐ TD

☐ Trust  
☐ Loans  
☐ Trade

☐ Treasury  
☐ Credit Card

**Existing Accounts With Other Banks**

Bank / Branch name

Type of Account

**ACCOUNT INFORMATION**

Account Name:

Account Type

Account Number:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Initial Deposit

☐ Cash

☐ Check

Date Opened

Date Updated

**SPECIMEN SIGNATURE OF AUTHORIZED SIGNATORIES**

PLEASE RECOGNIZE ☐ ANY ONE ☐ ANY TWO ☐ ALL of the following authorized signatures in the payment of funds or transactions of other business on our account.

NAME:

Signature:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

NAME:

Signature:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

NAME:

Signature:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

NAME:

Signature:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_



PERSONAL INFORMATION OF AUTHORIZED SIGNATORIES					
NAME:			NAME:		
Present Address:		Country	ZIP Code	Present Address:	
Permanent Address:		Country	ZIP Code	Permanent Address:	
U.S. Address (if applicable):			U.S. Address (if applicable):		
Date of Birth:	Place of Birth:	Nationality		Date of Birth:	Place of Birth:
GSIS No. / SSS No.	TIN	U.S. SSN or TIN		GSIS No. / SSS No.	TIN
Residential Phone No. (Area Code + No.)		Mobile No.		Residential Phone No. (Area Code + No.)	
Office Phone No. (Area Code + No.)		e-Mail Address		Office Phone No. (Area Code + No.)	
U.S. Telephone No. (Area Code + No.) [if applicable]			U.S. Telephone No. (Area Code + No.) [if applicable]		
Existing Accounts with Other Banks:			Existing Accounts with Other Banks:		
Bank / Branch Name		Type of Account		Bank / Branch Name	
1 _____		_____		1 _____	
2 _____		_____		2 _____	
3 _____		_____		3 _____	
I certify that the above information are true and correct.			I certify that the above information are true and correct.		
FOR BANK USE ONLY			FOR BANK USE ONLY		
Please put check (✓) and indicate details, whenever applicable			Please put check (✓) and indicate details, whenever applicable		
BE [ ] RBE [ ] Name of BE _____			BE [ ] RBE [ ] Name of BE _____		
PC [ ] WPR [ ] Name of PC _____			PC [ ] WPR [ ] Name of PC _____		
OFC [ ] Match [ ] No Match			OFC [ ] Match [ ] No Match		
CPRR Points [ ] LR [ ] NR [ ] HR [ ]			CPRR Points [ ] LR [ ] NR [ ] HR [ ]		
PERSONAL INFORMATION OF AUTHORIZED SIGNATORIES					
NAME:			NAME:		
Present Address:		Country	ZIP Code	Present Address:	
Permanent Address:		Country	ZIP Code	Permanent Address:	
U.S. Address (if applicable):			U.S. Address (if applicable):		
Date of Birth:	Place of Birth:	Nationality		Date of Birth:	Place of Birth:
GSIS No. / SSS No.	TIN	U.S. SSN or TIN		GSIS No. / SSS No.	TIN
Residential Phone No. (Area Code + No.)		Mobile No.		Residential Phone No. (Area Code + No.)	
Office Phone No. (Area Code + No.)		e-Mail Address		Office Phone No. (Area Code + No.)	
U.S. Telephone No. (Area Code + No.) [if applicable]			U.S. Telephone No. (Area Code + No.) [if applicable]		
Existing Accounts with Other Banks:			Existing Accounts with Other Banks:		
Bank / Branch Name		Type of Account		Bank / Branch Name	
1 _____		_____		1 _____	
2 _____		_____		2 _____	
3 _____		_____		3 _____	
I certify that the above information are true and correct.			I certify that the above information are true and correct.		
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PC [ ] WPR [ ] Name of PC _____			PC [ ] WPR [ ] Name of PC _____		
OFC [ ] Match [ ] No Match			OFC [ ] Match [ ] No Match		
CPRR Points [ ] LR [ ] NR [ ] HR [ ]			CPRR Points [ ] LR [ ] NR [ ] HR [ ]		
FOR BANK USE ONLY					
Please put check (✓) and indicate details, whenever applicable			Validated/Assessed/Authenticated and Opened By:		
OFC [ ] Match [ ] No Match			Approved By:		
CPRR Points [ ] LR [ ] NR [ ] HR [ ]			Signature Over Printed Name		
			DATE : _____		
PASSBOOK/CHECKBOOK ACKNOWLEDGEMENT SECTION					
APPROVED FOR RELEASE:		RELEASED BY:		RECEIVED BY:	
Customer Associate/Date/Time		Immediate Supervisor/Alternate		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 ☐ Newsprint, 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
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LAND BANK OF THE PHILIPPINES  
SPECIAL ASSETS DEPARTMENT

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Address : \_\_\_\_\_  
Contact No.: \_\_\_\_\_

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☐ Referred by Agent/Referrer/Broker ☐ Newsprint, 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 \_\_\_\_\_  
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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**

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\_\_\_\_\_  
Signature Over Printed Name

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