

Date: _____

BANK OF THE PHILIPPINE ISLANDS
25/F Ayala Triangle Gardens Tower Two
Paseo de Roxas corner Makati Avenue
Makati City, Metro Manila, Philippines 1226

RE: Leave Order

This is to confirm my/our request for Bank of the Philippine Islands (hereinafter referred to as “Broker”) to:

☐ **PURCHASE**

☐ **SELL**

on my/our behalf, the following:

SECURITY	
MATURITY DATE	
FACE VALUE	

By signing below, I/we certify, acknowledge, and agree that:

1. The execution/implementation of this order is on a best effort basis, subject to market liquidity, and compliance with required minimum size and denomination for the transaction;
2. A Broker representative has explained the features of the security subject of this order, including benefits and risks involved;
3. This order is given on a non-discretionary basis. I/we have exercised my/our own judgment based on my/our sufficient understanding of the transaction and the attendant risks;
4. I/we commit to promptly and timely deliver any documents, letters of instruction, payments, and other requirements to complete settlement of the order;
5. (For **PURCHASE** orders only): This will serve as my/our instruction and authorization for the Broker to debit on transaction date, my/our customer code, _____, with my/our nominated BPI Settlement Account for the total cost of my/our purchase of security(ies). I/we shall ensure that the account is sufficiently funded to cover the payment of the order. For check payments, I/we hold the Broker free and harmless from any liability for the return of any insufficiently funded check(s) or purchase order; and
6. I/We shall hold the Broker free and harmless from any and all liabilities, damages, and costs in the event of a failed trade unless caused by the Broker’s gross negligence and evident bad faith. I/we further agree to indemnify the Broker for any and all costs, charges, taxes, fees, or losses associated with a failed trade on Settlement Date caused by me/us or such other losses or damages resulting from this Leave Order.
7. Relevant to Section 8 of the Terms & Conditions Governing the Use and Operation of the Securities Account, the following fees shall be debited from my account, as applicable:

(A) **Broker’s Commission**
A Broker’s Commission of 10 bps based on the face value of the security, shall be charged on each purchase and sale of securities.

(B) **Administration Fee**
An Administration Fee equivalent to 15 bps per annum of the face value of the relevant security shall be charged to the Client and debited on each coupon payment date.

(C) **Transfer Fee**
A transfer fee of USD50.00 shall be charged per non-trade transfer of security.

(D) **Other Fees**
 - **SEC Earmarking of Securities:** PhP10,000
 - **Hold-out of Securities:** PhP2,000 per security
 - **Bank Certification:** PhP100 per certificate

I/We accept and understand that the above fees are subject to change by (a) regulators through the issuance of the relevant memorandum, circular, or rule, as the case may be; (b) the Exchange; (c) Self-Regulatory Organization; (d) third-party service providers such as custodian/depository/registry; (e) and others that may affect the provision of services provided by the Broker under this Form.

This order is good until _____ or unless sooner cancelled in writing.

I/We authorize the Broker to send all correspondences, statements, and notices to my/our nominated e-mail address, _____.

Client's Signature over Printed Name

Client's Signature over Printed Name

Client's Signature over Printed Name

Client's Signature over Printed Name

Date

For BPI Use Only:

Signature of Referror over Printed Name

Date

Signature of Checker over Printed Name

Date