

## A Guide For Over-the-Counter Cash Payments

Here are some details, steps and information needed for cash payment as this is the fastest mode of payment you may use for the faster confirmation of your payment.

You can pay directly for your monthly amortization at our office.

**Office Address:**

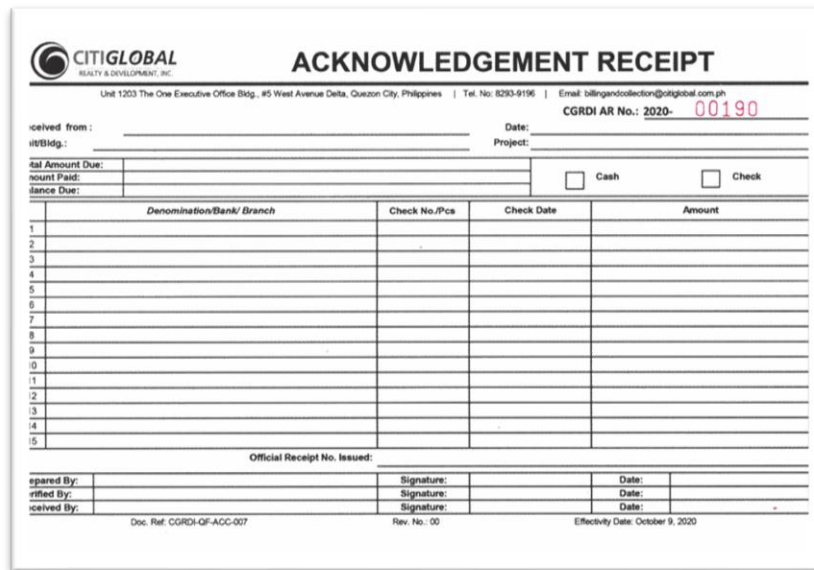
CitiGlobal Realty & Development, Inc. Finance Department  
 12th floor Unit 5, The One Executive Building,  
 West Avenue, Brgy. Nayong Kanluran  
 Quezon City 1104

**Operating Hours:**

Monday to Saturday, 9:00 am to 4:00 pm  
 Saturday, 9:00am to 3:00 pm

### STEPS

- 1 You need to fill out the details needed in the Acknowledgement Receipt. See sample of Acknowledgement Receipt below for your reference:



- 2 Give the filled-out Acknowledgement Receipt together with the cash to our cashier at the window for verification.
- 3 Once verified you will receive the original copies of the Acknowledgement and Official Receipt from our cashier upon receipt and will upload the scanned copy to the customer portal a day after the said transaction.