

A Guide For Check Payments

Here are the important details, instructions and processes of Check Payment as this is one of the convenient modes of payment you may use for the faster confirmation of your payment.

CHECK WRITING



Kindly provide the important details needed in check writing as follows:

- Pay to the order of: Citi Global Realty & Development, Inc.
- Date
- Amount in Words
- Amount in Figures
- Signature

PAYMENT GUIDELINES

- All payments must be made **directly to CITI GLOBAL REALTY & DEVELOPMENT, INC.** No delivery of checks or monies to any individual, Property Specialist/Broker or employee for safekeeping or transmittal to Citi Global shall constitute as payment to the Company unless and until actually received and duly given a receipt by the Citi Global's cashier. You may also see a list of payment options on our website: <http://citiglobal.com.ph>.”
- Checks with erasures, alteration, deficiencies, and missing details, even with countersignatures, will no longer be accepted.
- PDCs may be named under a representative in the Philippines. They may be issued by them temporarily until you can apply for your own checking account here.
- If you don't have a checking account, Citi Global can issue an endorsement letter to open a checking account in the ff.:
 - Any PSBank branch in the Philippines
 - BDO Heroes Hill branch
 - You may request it from your Marketing Partner.
- PDCs may be submitted physically or mailed directly to our company address at:
 - CitiGlobal Realty & Development, Inc.
 - (Accounting Department)
 - 12th Floor Unit 5, The One Executive Building #5
 - West Avenue (Delta), Brgy. Nayong Kanluran,
 - Quezon City, NCR, Philippines 1104
- We don't accept dollar check payment. Only Peso checks are allowed.

PROCESS AND FEES ON CHECK PULL OUTS

1. Holding of checks due for deposit **shall not be allowed**.
2. A signed letter expressing a request for a check pull out is required to be sent to our Treasury Team (treasury@citiglobal.com.ph) prior to processing.
3. Request letters must be sent at least **two (2) prior** to the due date as the checks are already in the safekeep of the bank.
4. Monthly amortization covered by the check to be pulled out must be paid via remittance, fund transfer, bank deposit or credit card.
5. There is a fee for check pull-outs: Kindly refer to the breakdown of check pull out fees below:

No. of Checks	Amount
1-4	Php 500.00 per check
5 and above	Php 50.00 per check plus Php 500.00 fixed fee

This is for you to know the future fees that you will incur when you request to pull out your checks.

PENALTY ON BOUNCED CHECKS

1. Every bounced/returned check due to insufficient funds shall be charged a penalty of **one thousand five hundred pesos (P1,500.00)**, to be automatically deducted from the client's statement of account.
2. Advise the Treasury team via email if the bounced check is ready for redeposit.