



**WHERE, WHEN, AND FROM WHOM DO WE COLLECT PAYMENTS?**

Address  Every? (e.g., 5th day of the month, every Tuesday, etc.)

Contact Person/s for collection of Payment

(1) NAME

POSITION  DEPARTMENT

EMAIL

LANDLINE  MOBILE

(2) NAME

POSITION  DEPARTMENT

EMAIL

LANDLINE  MOBILE

Statement of Account Email Recipient

**UNDERTAKING OF THE COMPANY-APPLICANT**

We/I certify that all the information given in this application are complete and accurate. We/I authorize Home Plus Trading Inc. (HPTI) to obtain information concerning any statement made herein. We/I acknowledged that we/I have read the terms and conditions governing the HPTI Corporate Account written in this application form and agree to abide by the same.

FINANCE HEAD'S PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TERMS AND CONDITIONS**

- The ACCOUNT** – refers to the credit privileges provided by Home Plus Trading Depot Inc. (HPTDI) in favor of the company-applicant allowing the latter to purchase on credit from any HPTDI branch and charging the same therein. Grant and use of the privilege in the account is subject to the sole discretion of HPTDI which may be withdrawn at any time and for whatever reason;
- CREDIT LIMIT** - refers to the maximum amount that the company-applicant may use to purchase on credit and to be charged to the Account subject to the payment schedule and guidelines as indicated herein and to be provided by HPTDI from time to time at its sole discretion;
- PAYMENT OF PURCHASES** – All purchases made by the company-applicant between the 1st to 15th of the month shall be paid on the 15th day of the following month while purchases made between the 16th to the 30th/31st of the month shall be paid on the 30th or 31st day of the following month. Payments shall be made at any HPTDI branches.
- PENALTY & INTEREST CHARGES** – Any amount that remains outstanding after its due date shall be charged with 14% p.a. interest, 4% per month penalty and liquidated damages equal to 25% of the amount due but in no case be less than Php50.00. In addition thereto, any default in payment shall entitle HPTDI to suspend the Account of the company-applicant immediately even without prior notice and reinstatement of the same shall be subject to the sole discretion of HPTDI;
- TERM** – The credit accommodation granted to the company-applicant is valid for one (1) year period upon approval of the application subject to renewal for another like period provided that the company-applicant renews the same by filling out a new application form and submitting the same to any HPTDI stores at least thirty (30) days from the date of term expiry. No Account shall be renewed unless a new application form is submitted;
- MODIFICATION, TERMINATION & SUSPENSION OF ACCOUNT** – HPTDI reserves the right to solely terminate and suspend the Account without prior notice and for whatever reason without incurring liability to the company-applicant. In such a case, all obligations in the Account shall become immediately due and demandable and subject to the provision of condition number 4 hereof at the sole discretion of HPTDI. Likewise, HPTDI reserves the right to solely decrease or increase the Credit Limit granted to the company-applicant at any time and for whatever reason and even without prior written notice. By virtue of this provision, the company-applicant hereby holds HPTDI, its stockholders, officers and employees free and harmless from any and all claims and liabilities arising from such modification of the Credit Limit and/or termination or suspension of the Account;
- GENERAL PROVISION** – HPTDI reserves the right to issue and/or revoke any existing and future conditions relative to the treatment of the Account at any time and any such new issuances shall form part of the terms and conditions hereof to which the company-applicant hereby acknowledges. Failure of HPTDI to require or enforce the performance of any provision hereof or any future issuances or to act accordingly in case of breach of any of the provision hereof shall not in any manner be construed as a waiver of the right to require or enforce the same or be held to be a waiver of any succeeding breach of any provision, or a waiver of the provision itself. Should HPTDI be forced to litigate by reason of this Agreement, company-applicant hereby agrees to pay Twenty-Five percent (25%) of the total amount due as liquidated damages and another Twenty-Five percent (25%) of the total amount due as Attorney's fees, but in no case be less than Php500.00, plus cost of suit. Any action arising from this Agreement shall be brought before the proper court in Quezon City to the exclusion of all other venues.

**FOR HOME PLUS TRADING DEPOT INC. MANAGEMENT USE ONLY**

**DOCUMENTS SUBMITTED** (To be filled out by the Store Officer)

Note: Please check all the documents submitted by the company-applicant.

- Sample PO     SEC Registration     Trade References     Copy of PEZA Certificate     DTI Registration
- Business Permit     BIR Registration     Bank References     Copy of Alien Certificate
- Sample specimen signatures of authorized signors     Board Resolution or Secretary's Certificate authorizing signors

<b>ENDORSED BY STORE MANAGER/CBM/CBO</b> _____ SIGN OVER PRINTED NAME	<b>NOTED BY GCBM AND GENERAL MANAGER</b> _____ SIGN OVER PRINTED NAME	<b>APPROVED BY CREDIT SERVICES MANAGER</b> _____ SIGN OVER PRINTED NAME
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