

☐ Individual    ☐ Partnership/Corporation    ☐ With Spouse    ☐ With Co-buyer

I. INTENTION TO PURCHASE I/We hereby express my/our intention to reserve and offer to purchase from Ortigas & Company, Limited Partnership (“OCLP”) the following Unit/s (the “Unit/s”), subject to the acceptance of this reservation by OCLP and to the terms and conditions hereof:

UNIT DETAILS					
Project					
Tower/Building		Floor Area			
Floor/Unit No.		No. of Parking			
Unit Type		Parking Slot Number			
Purchase Price (Php)		Storage Slot Number			
Purchase Price in Word					
Payment Scheme					
Reservation Fee Mode of Payment <input type="checkbox"/> Online Payment <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Swipe <input type="checkbox"/> Cash Deposit to Bank					
Monthly Amortization, Lumpsum, and Other Charges Mode of Payment <input type="checkbox"/> PDC		Preferred Due Date	Every <input type="checkbox"/> 1 <sup>ST</sup> <input type="checkbox"/> 6 <sup>TH</sup> <input type="checkbox"/> 11 <sup>TH</sup> <input type="checkbox"/> 16 <sup>TH</sup> <input type="checkbox"/> 21 <sup>ST</sup> <input type="checkbox"/> 26 <sup>TH</sup> of the month		
Repeat Buyer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Units (if yes):		Date of Last Purchase (mm/dd/yyyy):	

II. CONTACT INFORMATION Please answer all fields accurately. The information you put here shall be the basis of your Contract to Sell, Deed of Absolute Sale and Certificate of Title.

DOCUMENTATION AND PROPERTY REGISTRATION					
In connection with my reservation and purchase of the Property, I/We would like the purchase to be documented and registered as follows: <i>(The name/s written below shall be the name/s written in the purchase documents and title).</i>					
<input type="checkbox"/> Solely in my name		<input type="checkbox"/> In our names		<input type="checkbox"/> In the name of	
<input type="checkbox"/> Individual	<input type="checkbox"/> Married to	<input type="checkbox"/> Spouses	<input type="checkbox"/> Co-buyer	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership

FOR INDIVIDUAL PURCHASER/S							
PRINCIPAL							
Surname / Family Name		Given Name		Middle Name			
Residence Address							
Unit/Room/Floor/Building No.	Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone
Barangay	Town/District		Municipality/City		Province		Postal/ZIP Code
Preferred Mailing Address (Same as Residence Address? <input type="checkbox"/> Yes <input type="checkbox"/> No)							
Unit/Room/Floor/Building No.	Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone
Barangay	Town/District		Municipality/City		Province		Postal/ZIP Code
Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated							
Date of Birth (mm/dd/yyyy)		Place of Birth (City, Country)		Citizenship		Sex	
						<input type="checkbox"/> Male <input type="checkbox"/> Female	
Landline Number (Country Code, Area Code, Phone Number)		Mobile Number (Country Code, Area Code, Mobile Number)		Email Address		Philippine Tax Identification No.	
Primary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Secondary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)

SPOUSE							
Surname / Family Name		Given Name			Middle Name		
Date of Birth (mm/dd/yyyy)		Place of Birth (City, Country)			Citizenship		
Landline Number (Country Code, Area Code, Phone Number)		Mobile Number (Country Code, Area Code, Phone Number)		Email Address		Philippine Tax Identification No.	
Primary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Secondary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)

EMPLOYMENT INFORMATION					
PRINCIPAL					
<input type="checkbox"/> NOT Engaged in Trade or Business					
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Retiree		<input type="checkbox"/> Homemaker		<input type="checkbox"/> Student
<input type="checkbox"/> Employed	Employer's Name	Position		Phone Number	Industry
	Employer's Address				
	Unit/Room/Floor/Building No.	Building Name/Tower	Lot/Block/Phase/House No.	Street Name	Subdivision/Village/Zone
	Barangay	Town/District	Municipality/City	Province	Postal/ZIP Code



CO-BUYER'S SPOUSE							
Surname / Family Name		Given Name			Middle Name		
Date of Birth (mm/dd/yyyy)		Place of Birth (City, Country)			Citizenship		
Landline Number (Country Code, Area Code, Phone Number)		Mobile Number (Country Code, Area Code, Mobile Number)		Email Address		Philippine Tax Identification No.	
Primary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Secondary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)

EMPLOYMENT INFORMATION							
Co-buyer				Co-buyer's Spouse			
Employer's / Business Name				Employer's / Business Name			
Position / Profession		Industry		Position / Profession		Industry	
Employer's / Business Address				Employer's / Business Address			
Unit/Room/Floor/ Building No.	Building Name/Tower	Lot/Block/Phase/ House No.	Street Name	Unit/Room/Floor/ Building No.	Building Name/Tower	Lot/Block/Phase/ House No.	Street Name
Subdivision/Village/ Zone	Barangay	Town/District	Municipality/City	Subdivision/Village/ Zone	Barangay	Town/District	Municipality/City
Province	Postal/ZIP Code	Phone Number	Email Address	Province	Postal/ZIP Code	Phone Number	Email Address

FOR CORPORATE/ SOLE PROPRIETOR PURCHASER/S							
COMPANY INFORMATION							
Name of Registered Corporation / Partnership / Business				Business Style / BIR Trade Name			
Principal Office Address				Other Address (If a different address will be used for the purpose of the agreement)			
Unit/Room/Floor/ Building No.	Building Name/Tower	Lot/Block/Phase/ House No.	Street Name	Unit/Room/Floor/ Building No.	Building Name/Tower	Lot/Block/Phase/ House No.	Street Name
Subdivision/Village/ Zone	Barangay	Town/District	Municipality/City	Subdivision/Village/Z one	Barangay	Town/District	Municipality/City
Province	Postal/ZIP Code	Phone Number	Email Address	Province	Postal/ZIP Code	Phone Number	Email Address
AUTHORIZED SIGNATORY(IES)							
Surname / Family Name		Given Name			Middle Name		
Residence Address							
Unit/Room/Floor/ Building No.	Building Name/Tower		Lot/Block/Phase/House No.		Street Name		Subdivision/Village/Zone
Barangay	Town/District		Municipality/City		Province		Postal/ZIP Code
Civil Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed	<input type="checkbox"/> Legally Separated			
Date of Birth (mm/dd/yyyy)		Place of Birth (City, Country)		Citizenship		Sex	
						<input type="checkbox"/> Male <input type="checkbox"/> Female	
Mobile Number (Country Code, Area Code, Mobile Number)		Email Address		Designation / Position		Philippine Tax Identification No.	
Primary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)	Secondary ID	Place Issued (City)	Issued Date (mm/dd/yyyy)	Expiry Date (mm/dd/yyyy)

OTHER INFORMATION					
Buyer/s Monthly Gross Income (in PHP)					
<input type="checkbox"/> 50,000 – below <input type="checkbox"/> 50,001 – 100,000		<input type="checkbox"/> 100,001 – 175,000 <input type="checkbox"/> 175,001 – 250,000		<input type="checkbox"/> 250,001 – 350,000 <input type="checkbox"/> 350,001 – 450,000	
				<input type="checkbox"/> 450,001 – 600,000 <input type="checkbox"/> 600,001 and above	
Please check all applicable fields					
Home Ownership <input type="checkbox"/> Owned <input type="checkbox"/> Living with relatives <input type="checkbox"/> Mortgaged <input type="checkbox"/> Leased					
No. of children living with you? (Please indicate number on the underline)					
___ Pre-school	___ Primary/Elementary School	___ Secondary/High School	___ College	___ Post-graduate	___ Others: _____

How did you hear about our project?			
<input type="checkbox"/> Accredited Seller <input type="checkbox"/> Accredited Broker <input type="checkbox"/> Phone-in <input type="checkbox"/> Walk-in <input type="checkbox"/> Email Blast <input type="checkbox"/> Web Inquiry	<input type="checkbox"/> Pull-in <input type="checkbox"/> Flying (Location) _____ <input type="checkbox"/> Booth (Location) _____ <input type="checkbox"/> Roadshow (Location) _____ <input type="checkbox"/> Repeat Buyer (prev. unit) _____ <input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> In-house Event _____ <input type="checkbox"/> Social Media Facebook, Instagram, Others	<input type="checkbox"/> Advertising Print, TV, Radio, Cinema, Billboard
Sale Location		Source of Funds	
<input type="checkbox"/> Local <input type="checkbox"/> International _____		<input type="checkbox"/> Local <input type="checkbox"/> International _____	
Contract to Sell Transmittal Instruction	<input type="checkbox"/> Deliver to Buyer's Mailing Address	Name of Seller (if thru Seller)	
	<input type="checkbox"/> Transmit thru Seller	Contact Number of Seller	
Release of Sales Invoice Instruction	<input type="checkbox"/> To be sent via email	Buyer's Email Address	
	<input type="checkbox"/> Others (Provide special Instruction):		

III. DOCUMENTARY REQUIREMENT(S)

The following requirements are to be submitted by the buyer prior to the execution of the Contract to Sell or the Deed of Absolute Sale, as applicable:

GENERAL REQUIREMENTS			
For Individual Buyers		For Corporate Buyers	
<input type="checkbox"/>	Duly accomplished & originally signed Reservation Agreement (RA)	<input type="checkbox"/>	Duly accomplished & originally signed Reservation Agreement (RA)
<input type="checkbox"/>	Photocopy of two (2) valid government-issued ID	<input type="checkbox"/>	Photocopy of two (2) valid government-issued ID of the authorized signatory/ies
<input type="checkbox"/>	Verified TIN (BIR 1904)	<input type="checkbox"/>	Certificate of Registration (BIR 2303)
<input type="checkbox"/>	Registration Update (BIR 1905) – if applicable	<input type="checkbox"/>	Updated General Information Sheet (GIS)
<input type="checkbox"/>	Proof of Billing/Mailing (should match with the preferred mailing address indicated in the Reservation Agreement)	<input type="checkbox"/>	Proof of Billing/Mailing (should match with the preferred mailing address indicated in the Reservation Agreement)
<input type="checkbox"/>	Post Dated Checks (PDCs) – should cover the amortization, lumpsum and other charges and should be made payable to Ortigas & Company, Limited Partnership	<input type="checkbox"/>	Post Dated Checks (PDCs) – should cover the amortization, lumpsum and other charges and should be made payable to Ortigas & Company, Limited Partnership
<input type="checkbox"/>	Signed Official Payment Schedule (OPS)	<input type="checkbox"/>	Signed Official Payment Schedule (OPS)
<input type="checkbox"/>	Marriage Certificate (if married)	<input type="checkbox"/>	Photocopy of the BIR Form 1903 — Application for Business Registration
<b>**For married – both spouses’ requirements have to be submitted</b>		<input type="checkbox"/>	SEC Registration Documents – Certificate of Registration, Articles of Incorporation / Partnership / Association and By-Laws (Registered and duly certified by the Securities and Exchange Commission or the Corporate Secretary of the Corporation)
		<input type="checkbox"/>	Original Secretary Certificate or Board Resolution: [a] authorizing the purchase and mortgage (if through financing) of the property and its terms; [b] designating and appointing the officer authorized to negotiate and sign documents on behalf of the corporation; and [c] certifying that at least 60% of its capital stock is owned by Filipinos (for land purchases).

IV. UNDERTAKINGS, REPRESENTATIONS AND WARRANTIES

- a. The **"Purchase Price"** is inclusive of the applicable and payable value-added tax, but exclusive of registration fees, transfer fees and other charges. The Purchase Price shall be payable in accordance with Annex A. Check payments shall be made payable to **Ortigas & Company, Limited Partnership**.
- b. I/We understand and agree that my/our reservation for the above Unit/s is subject to the approval of OCLP and my/our compliance with the terms and conditions of this Agreement. For the purpose of the reservation, I/we enclose/confirm payment of a non-refundable Reservation Fee.
- c. The reservation of the Unit/s specified above is good only for a period of Thirty (30) days from the date of my/our payment of the Reservation Fee. I/We agree that if I/we do not finalize the transaction or begin payment of the down payment within the allotted time, the Seller shall have the right to consider the reservation of the Unit/s void, forfeit the reservation fee, and offer the Unit/s to other interested parties.
- d. I/we undertake to submit to the Seller all requirements, documents and information required for Credit Investigation within 15 days from the date of this Reservation Agreement.
- e. In the event that I/we avail myself/ourselves of bank financing for the Purchase Price or any portion thereof, I/we shall be solely responsible for filing the requisite loan application form prescribed by the bank, together with all the necessary supporting requirements/documents for the processing of my/our loan application for the purpose of causing the release of the loan proceeds to be used to finance my purchase of the property within the payment period prescribed under my/our chosen payment scheme.
- f. I/We hereby undertake to execute the corresponding Contract to Sell and the corresponding Deed of Absolute Sale upon receipt from OCLP.
- g. Without need of prior notice or demand on me/us, OCLP can cancel this Reservation Agreement and forfeit all my/our payments as liquidated damages, if any of the following events happen:

☐ I/We fail to make any payments as they fall due; delayed payments shall be subject to penalty interest of 3% per month, without prejudice to OCLP's other remedies under this Agreement.

☐ I/We fail to execute and submit the corresponding Contract to Sell or Deed of Absolute Sale within 30 calendar days (for buyers based in the Philippines) or 60 calendar days (for buyers based outside the Philippines) from my/our receipt thereof, and/or submit or execute all other contract or documents pertaining to this agreement within the period/s required by OCLP; or fail to comply with the terms of the purchase;

☐ I/We withdraw or cancel this reservation agreement for any reason whatsoever.

☐ I/we am/are not able to obtain any source/s of financing acceptable to OCLP for the payment of the balance of the purchase price.

☐ I/We transfer or attempt to transfer or assign this reservation without OCLP's written approval.

☐ I/We default on any of my/our obligations or covenants under this reservation agreement.
- h. I/We understand and agree that this Agreement only gives me/us the right to have the Unit/s reserved subject to the fulfillment of the conditions herein stated. No other right, title, or ownership is vested upon me/us by the execution of this Agreement. OCLP retains title and ownership of the Unit/s until I/we shall have fully paid all amounts due by reason of my/our purchase of the Unit/s.
- i. I/We understand and agree that my/our purchase of the Unit/s shall be subject to, among others, the covenants and restrictions specified in the relevant Master Deed with Declaration of Restrictions, which will be annotated on the corresponding certificate of title to the Unit/s as a lien thereon, and which covenants and restrictions I/we undertake to faithfully and strictly comply with. I/We warrant that the information which I/we provide herein, whether personal or corporate, is true and correct and agree to inform OCLP in writing of any changes in my/our personal data. OCLP shall have the right to solely rely on the information provided by me/us, and shall not be held responsible for any error, non- or miscommunication in the information given by me/us. I/We also warrant that the funds to be used in purchasing the Unit/s is, has been, and will be obtained through legitimate means; and do not, and will not constitute all or part of the proceeds of any unlawful activity under applicable laws. I/We hereby hold OCLP free and harmless from any incident, claim, action, or liability arising from the breach of my/our warranties herein. Any change request from me/us shall be subject to OCLP's applicable policy, including the submission of the corresponding Buyer's Request Form and the payment of the corresponding non-refundable processing fee.
- j. In the event that during the Reservation Period there will be changes in the technical plans of the Unit/s or OCLP is unable to construct or complete the Unit/s pursuant to, or as a consequence of the requirements of the government entities, I/we agree to hold OCLP free and harmless from any and all liability whatsoever, in which case, OCLP may, at its exclusive option, [a] have the Unit/s exchanged with another/other Unit/s, or [b] refund the Reservation Fee without interest and less administrative costs and expenses.
- k. I/We shall not assign, cede, lease, encumber, transfer or in any other manner dispose of our rights and obligations under this Agreement and its Annexes without the prior written approval of OCLP. In the event that OCLP approves of such transfer, I/we agree to the following conditions of transfer: [a] all arrears, if any, on this Agreement should have been paid before any transfer of rights and obligations is effected; [b] OCLP is entitled to collect a processing fee specified by OCLP to cover the administrative expenses to effect such transfer; and [c] I/we shall be responsible for any and all taxes, costs and expenses arising from the transfer of its rights and obligations. Any transfer without the prior written approval by OCLP shall be null and void and shall not be binding on OCLP.

V. OTHER REQUIREMENTS FOR SPECIAL CONDITIONS

- a. If the property reserved/purchased is land, and the buyer is a Filipino citizen married to a foreigner, the foreigner/spouse must execute and deliver an Affidavit of Waiver stating that the funds to be used for the purchase of the property are the paraphernal/capital funds of the Filipino spouse.
- b. If the property reserved/purchased is land, and the buyer is a natural-born Filipino who has lost his/her Philippine citizenship, he/she must execute and deliver an Affidavit of Citizenship showing the date and place of his/her birth, the names and addresses of his/her parents, the date he/she lost his/her Philippine citizenship, the country of which he/she is presently a citizen, his/her spouse and children, if any, the area, the location, and the mode of acquisition of his/her landholdings in the Philippines, if any, and his/her intention to reside permanently in the Philippines. The affidavit shall be signed in triplicate and shall be notarized. If accomplished abroad, the affidavit must be consularized.
- c. If the buyer is legally separated, or his/her marriage has been annulled or declared null and void, he/she must submit 3 certified true copies of the final and executory decision of the court granting the legal separation or annulment or declaring the marriage null and void.
- d. If a married buyer wants to indicate that there is a separation of properties between himself/herself and his/her spouse, he/she must submit 3 certified true copies of the final and executory decision of the court granting the separation of properties.
- e. If the buyer-spouses prefer that the property be registered in the name of one spouse “married to” the other, 3 certified true copies of the Ante-Nuptial Agreement must be submitted.
- f. If the buyer is widowed, he/she must submit a copy of the death certificate of the deceased spouse and their marriage certificate.
- g. If the property is purchased by a minor, the parent/guardian must submit 3 certified true copies of the final and executory order of the court approving the posting of the bond required under Article 225 of the Family Code (Deed of Undertaking) and, as applicable, the court order appointing the representative as guardian.
- h. If the buyer is transacting through an attorney-in-fact, the buyer must execute a notarized special power of attorney (“SPA”) bearing the signature of the buyer, the specimen signature of the attorney-in-fact, and the latter’s authority to transact for and on behalf of the buyer. If the buyer is unable to personally receive the certificate of title and/or accept Unit/s, the SPA shall include the authority of the attorney-in-fact to receive the certificate of title and/or accept the Unit/s on behalf of the buyer. The SPA shall be signed by all the buyers (if more than one).
- i. If the buyer resides outside the Philippines but the document is signed in the Philippines, a photocopy of the page in the passport showing date of entry in the Philippines must be submitted.
- j. If the payor in a purchase of property on installments is not the/a buyer named in the sales agreements, the payor and the buyer shall be required to execute and submit 3 original copies of a Joint and Solidary Undertaking, attesting to the joint and solidary obligation of the buyer and the payor for the purchase. The Joint and Solidary Undertaking should be notarized and, if executed outside of the Philippines, must be consularized/apostilled.
- k. Original policy and proof of assignment to Ortigas and Company, Limited Partnership of the credit life insurance, as applicable.
- l. If a married buyer requests to dispense with his/her spouse’s marital conformity on the sale contract/s, said buyer acknowledges that: [i] such request is subject to the rules and regulations of the concerned Philippine government agencies, [ii] the Seller/Developer gives no guarantee or assurance that such request will be approved or accepted, particularly during the processing of the title/s and other ownership documents over the purchased unit/s, and [iii] if the requested non-conforme is disallowed, buyer agrees to undertake the necessary rectification/s of the contract/s to ensure the full completion of this sale transaction and the timely processing of the title/s. The buyer accepts all the implications or consequences of the said request, and furthermore, agrees to pay the Seller/Developer’s administrative fees in connection therewith, if any.

**VI. DATA PRIVACY** I/We hereby authorize the Seller/Developer, its subsidiaries, affiliates, partners, successors and/or assigns (the “Ortigas Group”) to collect, process, store, use, share and process (by itself or through a contractor) any and all information that I/we shall furnish the Ortigas Group under and in relation to this Agreement, including all information contained in the documents submitted under this Agreement or in relation to the purchase of the Unit/s, for the purpose of conducting appropriate or required due diligence checks and verification, registering inquiries and addressing any follow-up calls, preparing all necessary sales documentation and any other documents as may be required, performing all financial processes related to the sale (such as, but not limited to, the system set-up for the down payment, amortization or financing and the performance of other actions necessary or desirable in the implementation of the contract), managing the administration of unit turnover activities, communicating advisories in relation to the sale, and any and all purposes relating to the purchase. I/We hereby knowingly waive any and all statutory or regulatory provisions governing the confidentiality of such information, if applicable. In the event that the I/we disclose another person’s information, the I/we attest that consent has been obtained from that person to disclose and process the information in accordance with applicable laws.

PURCHASER(S) SIGNATURE			
<p>I/We certify that the above information are true and correct to the best of my/our knowledge. I/We hereby authorize OCLP to validate the accuracy and completeness of my/our declaration. In the event of any discrepancy between my declarations in this Agreement and in the independent verification conducted by OCLP, I/we understand that OCLP will communicate this to me through the contact details herein provided. Should I/we fail to respond to OCLP within three (3) working days, I/we authorize OCLP to adopt and use the details found:</p> <p>[ ] In this Reservation Agreement;</p> <p>[ ] In OCLP’s independent verification.</p> <p>In case of the former, I/we undertake to update, within thirty (30) days, the relevant information in the relevant records or registry to conform with the information I/we stated in this Reservation Agreement.</p> <p>I/we understand that I/we shall be accountable for any related taxes and charges that may arise from OCLP’s use of the information pursuant to my/our instructions. The foregoing has been adequately explained to me/us and I/we completely understand their implications.</p> <p>I/We are fully aware that, unless otherwise allowed herein, the revision of my declarations is no longer accepted upon acknowledgment of this Agreement by the OCLP Sales Processing Group. I/We hereby certify that my/our signature(s) appearing herein is/are genuine.</p>			
<div>Purchaser(s) Signature over Printed Name / Date</div> <div><div>Principal Buyer</div><div>Buyer’s Spouse</div><div>Co-buyer</div><div>Co-buyer’s Spouse</div></div>			
SELLERS INFORMATION			
Received and Reviewed by OCLP. Place Signature over Printed Name / Date			
<div>Division Head</div>	<div>Sales Director / Broker Director</div>	<div>Executive Sales Manager / Sales Manager / Broker Manager / Lead Broker</div>	<div>Associate Sales Manager / Broker Coordinator</div>
<div>Broker / Property Specialist</div>	<div>Marketing Partner / Referral Partner</div>	<div>Marketing Partner Sub-agent</div>	<div>Reviewed by:  Sales Processing Group</div>