



List of Reservation Documents

1. Reservation documents (Individual)

- RROP page 1-2
- Buyers Information Sheet
- (2) two valid Ids with 3 specimen signature each ID
- Acceptable Forms of Payment and Procedure

2. Reservation documents (Corporation)

- RROP page 1-2
- Buyers Information Sheet
- (2) two valid Ids with 3 specimen signature each ID
- Acceptable Forms of Payment and Procedure
- Corporate Account Requirements
 - * 2 valid government or company-issued ID's for Authorized Company Representative
 - * 2 copies of the Certificate of Registration, Article on Corporation / Partnership / Association and By-Laws of the corporation as registered in the Securities and Exchange Commission duly certified by the Secretary of the Corporation
 - * 2 originals of the Secretary's Certificate / Board Resolution
 - * General Information Sheet (GIS)
 - * BIR form 1903-Taxpayer's Record Update (TRU)

3. Other Documents related to sales (if needed):

- Referral Rebate Form
- Referral Rebate Conformity Letter
- Referral Acknowledgment Form
- Acknowledgment and Undertaking for availing PDC Discount Promo
- Memorandum of Agreement
- Marketing Request Form
- Letter of Intent

Guidelines for Submission

For easier checking and verification of the reservation documents, please be reminded of the following:

The order of reservation documents in PDF format are as follows.

1. RROP page 1 and 2
2. Buyers Information Sheet
3. 2 Valid IDs with 3 specimen signature each ID
4. Other documents related to the sale
5. Proof of reservation (RF)
6. Computation & Schedule of payment

- Compile all documents in one pdf file only.
- Make sure that all required fields in the RROP, BIS and other documents are correctly and completely filled-out & signed.
- All documents must be clear and legible. Please avoid erasures and alterations.
- Submit all documents within two (2) days after the payment of reservation fee (RF).

Documents submitted to SCRO that are not in accordance with the above mentioned guideline will be returned/not accepted.

Note: You may still send jpeg/pdf copies of RF and 2 valid IDs upon reservation to block the lots.