

INVEST VIA
BDO
BILLS PAYMENT

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BILLS PAYMENT
Over-the-Counter
(OTC)



HOW TO PAY / INVEST TO THE BILLER

Over-the-Counter (OTC)

STEP 1. Accomplish the Cash or Check Transaction Slip

STEP 2. Present the duly accomplished Transaction Slip and Billing Statement (if applicable) to the Client Service Associate/Teller.

Below guidelines for filling out the deposit slips

Sample Cash and Check Transaction Slip

BDO Cash Transaction Slip

Deposits
 Current
 Savings
 Time Deposit/
Placement
 For Account with Deposit Reference Facility

Bills Payment

Cash Card
 Sale Reload

Payment
 Loan Trade

Account Name _____
Account No. _____
Payor's Name _____ Reference No. _____

Company Name _____ Institution Code _____ Product Code _____
a Fund Name **c** See below codes per Fund
Subscriber's Name _____ Subscriber's Account No. _____
b Philequity Account Name **d** Philequity Account Number
Cardholder's Name/Contact No. _____ Cash Card No. _____
Borrower's Name _____ Promissory Note No. / Trade Reference No. _____

BDO Check Transaction Slip

Deposits
 Current
 Savings
 Time Deposit/
Placement
 For Account with Deposit Reference Facility

Bills Payment

Payment
 Loan Trade

Account Name _____
Account No. _____
Payor's Name _____ Reference No. _____

Company Name _____ Institution Code _____ Product Code _____
a Fund Name **c** See below codes per Fund
Subscriber's Name _____ Subscriber's Account No. _____
b Philequity Account Name **d** Philequity Account Number
Borrower's Name _____ Promissory Note No. / Trade Reference No. _____

Machine Validation _____

This serves as your receipt when machine validated.

Company / Fund Name	Institution Code
PHILEQUITY ALPHA ONE FUND, INC.	2303
PHILEQUITY DIVIDEND FUND, INC.	2304
PHILEQUITY FUND, INC.	2305
PHILEQUITY MSCI PHILIPPINES INDEX FUND, INC.	2306
PHILEQUITY PSE INDEX FUND, INC.	2307
PHILEQUITY PESO BOND FUND, INC.	2308

IMPORTANT: Client must have an existing Philequity account as the Subscriber's Account No is also the client's Philequity Account Number registered in our system.

IMPORTANT REMINDERS

Category	Cut-off Time	Investment Date
Cash / Online Fund Transfer	10:00 pm	1. All cash deposits and online FTs between 12:00 AM to 10:00 PM will be booked on Transaction date + 1 Business day For example: Date of Deposit or FT: May 17, 2023 (Wednesday) Time of Deposit or FT: 12:00 am to 10:00 pm (Philippine Standard Time) Investment Date: May 18, 2023 (Thursday)
		2. All cash deposits and online FTs between 10:01 PM to 11:59 PM will be booked on Transaction date + 2 Business days For example: Date of Deposit or FT: May 17, 2023 (Wednesday) Time of Deposit or FT: 10:01 pm to 11:59 pm (Philippine Standard Time) Investment Date: May 19, 2023 (Friday)
Check	03:00 pm	1. All checks deposited before the clearing cut-off of 3:00 PM will be booked on Transaction date + 2 Business days For example: Date of Check Deposit: May 17, 2023 (Wednesday) Time of Check Deposit : 08:00 am to 03:00 pm (Philippine Standard Time) Investment Date: May 19, 2023 (Friday)
		2. All checks for late deposit will be booked on Transaction date + 3 Business days For example: Date of Check Deposit: May 17, 2023 (Wednesday) Time of Check Deposit: 03:01 pm onwards (Philippine Standard Time) Investment Date: May 22, 2023 (Monday)



BILLS PAYMENT

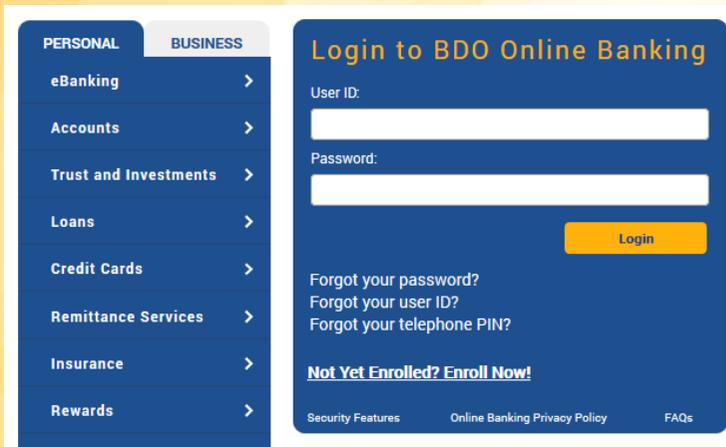
Personal Online Banking



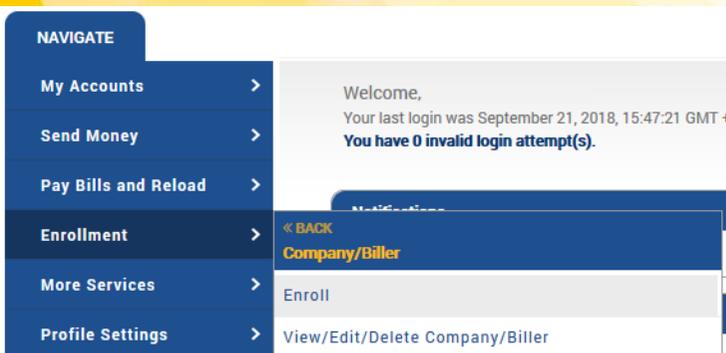
HOW TO ENROLL A BILLER

For BDO Online Banking

1. Go to <https://online.bdo.com.ph> and login to your BDO Online Banking account.

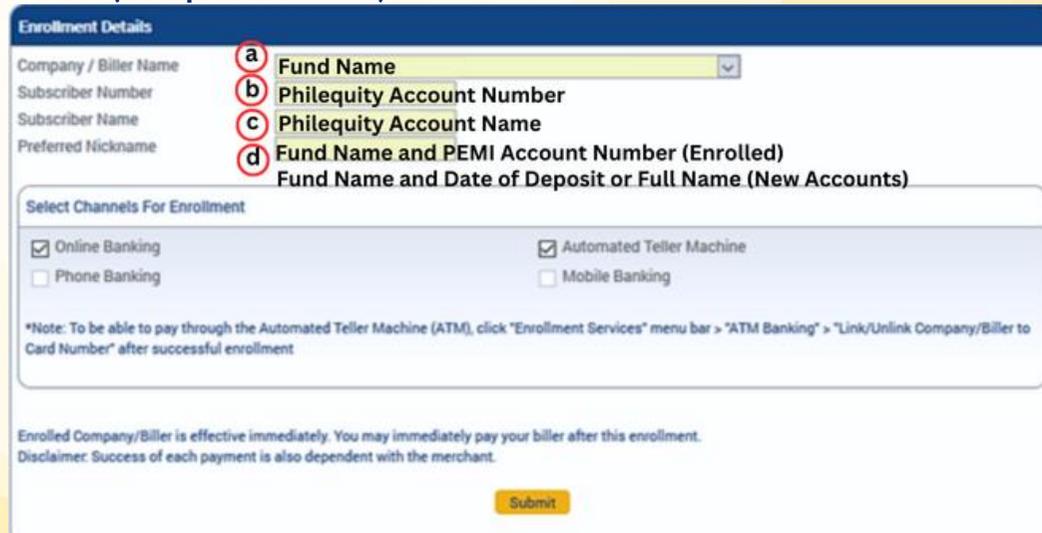


2. Click **Enrollment Services > Company/ Biller > Enroll**



3. Choose the **Company/ Biller Name** then fill out the enrollment details.

- a. Company/ Biller Name: Fund Name (Example: Philequity Fund Inc.)
- b. Subscriber Number: **Enrolled:** Philequity Account Number;
- c. Subscriber Name: Philequity Account Name
- d. Preferred Nickname: We encourage to put the Fund along with your PEMI Account Number (Example: *PEFI500001*)



4. Select Channels for enrollment. Once done, click **Submit**.

5. Payments may be done immediately after successful enrollment. Upon successful enrollment you may now proceed with the subscription click [here](#).

HOW TO ENROLL A BILLER

For BDO Online Banking (ATM)

After the successful enrollment, biller must linked to your ATM Card to allow payments via ATM.

1. Go to **Enrollment > ATM Banking > Link/Unlink Company/Biller to Card Number**

2. Select **ATM Card Number** from the drop down list > **Click Next**

3. Select **Biller/s** to be linked to your ATM Card > **Click Update**

4. A confirmation prompt will be displayed > **Click OK**

5. A confirmation message will be displayed with a transaction reference number.

Note: Upon successful enrollment you may now proceed with the subscription click [here](#).

HOW TO PAY/INVEST TO THE BILLER

For BDO Online Banking

1. Click *Pay Bills and Reload* > *Bills Payment* > *Pay Bills*

The screenshot shows the BDO online banking navigation menu. On the left is a 'NAVIGATE' sidebar with options: My Accounts, Send Money, Pay Bills and Reload, Enrollment, More Services, and Profile Settings. The 'Pay Bills and Reload' option is selected, and a sub-menu is displayed on the right with options: << BACK, Bills Payment (highlighted), View Bill Rack, Pay Bills, Edit/Cancel Payment, and View Payment Status. The main content area shows a welcome message and login information.

2. Fill out the *Payment Details* > *Click Submit*

The screenshot shows the 'Payment Details' form in BDO online banking. The form includes the following fields: 'Pay from' (Client's BDO Account), 'Pay this Company/Biller' (PHILEQUITY FUND INC - Fund Name), 'Amount' (1,000), and 'Remarks'. A 'Submit' button is located at the bottom right of the form and is highlighted with a red box.

3. A confirmation prompt will be displayed > *Click OK*

4. A confirmation page will be displayed with a transaction reference number. Likewise, an e mail notification will be sent to your registered email address.

IMPORTANT REMINDERS

Cut-off Time	Investment Date
10:00 pm	<p>1. All cash deposits and online FTs between 12:00 AM to 10:00 PM will be booked on Transaction date + 1 Business day For example: Date of Deposit or FT: May 17, 2023 (Wednesday) Time of Deposit or FT: 12:00 am to 10:00 pm (Philippine Standard Time) Investment Date: May 18, 2023 (Thursday)</p>
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HOW TO ENROLL AND PAY/INVEST AT THE SAME TIME

For BDO Online Banking

1. Go to Pay Bills and Reload > Bills Payment > Pay Bills

NAVIGATE

- My Accounts >
- Send Money >
- Pay Bills and Reload >
 - << BACK
 - Bills Payment**
- Enrollment >
 - View Bill Rack
- More Services >
 - Pay Bills
- Profile Settings >
 - Edit/Cancel Payment

View Payment Status

2. Choose the funding account number
3. Put a tick mark on the “Pay a Company/Biller that is not yet enrolled”
4. Choose any merchant from the drop down list to refresh list then choose the correct merchant.
5. Indicate amount to be paid

6. Option to indicate remarks for personal reference e.g. Additional Investment 500001

7. Indicate Subscriber Number & Name

8. Tick mark on box to enroll the biller.

Payment Details

Pay from: 003000425661 (SA-PHP-BDO PHP) View Balance

Pay this Company/Biller: **PHILEQUITY FUND, INC.**

Pay a Company/Biller that is not yet enrolled

Amount: 1,000.00

Remarks: **ADDITIONAL INVESTMENT 500001**

Subscriber Number: 500001

Subscriber Name: JUAN DELA CRUZ

Enrollment Details

Would you like to enroll this company/biller for future payments?

Yes, I wish to enroll this Company/Biller in my account.

HOW TO ENROLL AND PAY/INVEST AT THE SAME TIME

For BDO Online Banking

9. Indicate your preferred nickname for the merchant e.g. *ADDITIONAL INVESTMENT 500001*

10. Tick mark on the boxes of your preferred channels for enrollment.

11. Click Submit.

The screenshot shows a web form with two main sections. The first section, titled 'Other Enrollment Details', has a label 'Preferred Nickname' and a text input field containing 'ADDITIONAL INVESTMENT 500001'. The second section, titled 'Select Channels For Enrollment', contains four checkboxes: 'Online Banking' (checked), 'Phone Banking' (unchecked), 'Automated Teller Machine' (checked), and 'Mobile Banking' (unchecked). Below these checkboxes is a note: '*Note: To be able to pay through the Automated Teller Machine (ATM), click "Enrollment Services" menu bar > "ATM Ban Card Number" after successful enrollment'. At the bottom right of the form is a yellow 'Submit' button, which is highlighted with a red rectangular box.

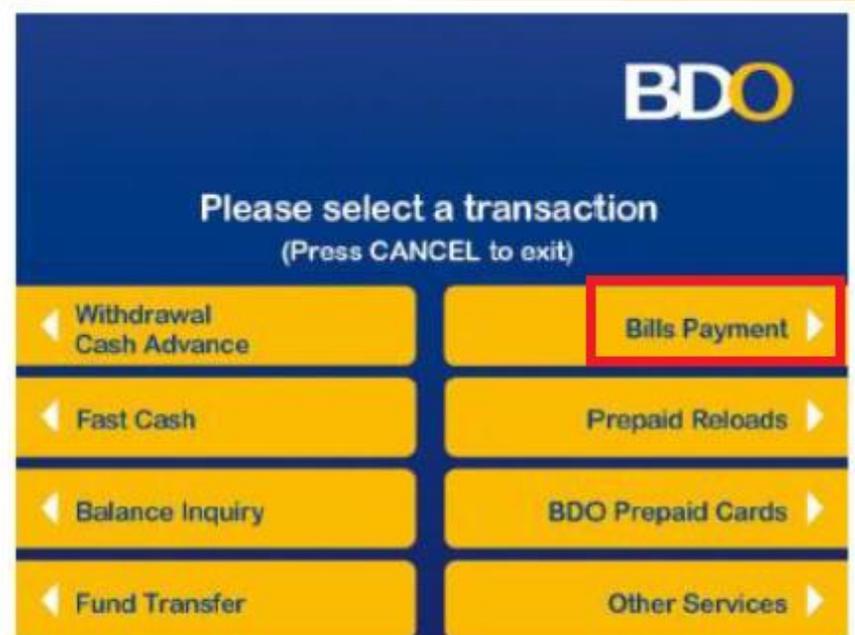
IMPORTANT REMINDERS

Cut-off Time	Investment Date
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HOW TO PAY/INVEST TO THE BILLER

via Automated Teller Machine (ATM) - Card-based Transaction

1. Insert the ATM card and the ATM screen will display the message below. Take the card to begin the transaction
2. Select the Bills Payment button in the transaction selection screen.



HOW TO PAY/INVEST TO THE BILLER

via Automated Teller Machine (ATM) - Card-based Transaction

- 3. Select the type of account that will be used to pay
- 4. Select the Enrolled Accounts.



HOW TO PAY/INVEST TO THE BILLER

via Automated Teller Machine (ATM)

5. Select the *subscriber account number* to be paid
6. Enter the *amount* to be paid > Select *Correct*



HOW TO PAY/INVEST TO THE BILLER

via Automated Teller Machine (ATM) - Card-based Transaction

- 7. Print receipt option will be displayed
- 8. Enter the 6 digit PIN > Select Confirm

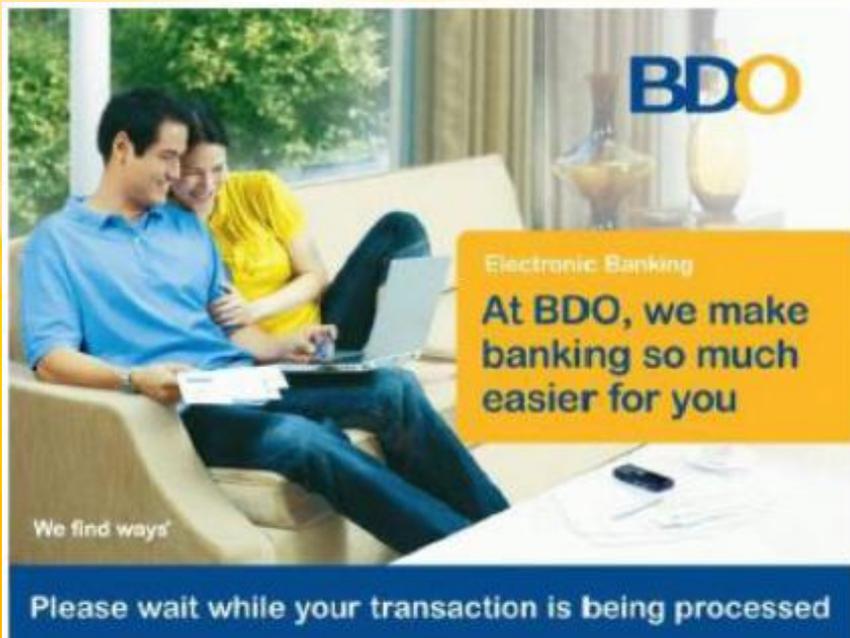


HOW TO PAY/INVEST TO THE BILLER

via Automated Teller Machine (ATM) - Card-based Transaction

9. Transaction is being processed

10. The following screen will appear once the transaction has been processed.



IMPORTANT REMINDERS

Cut-off Time	Investment Date
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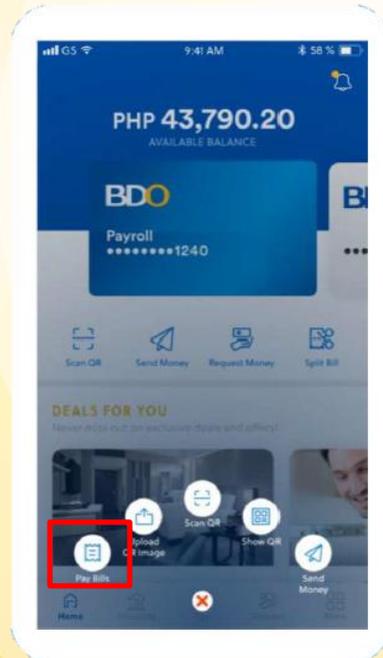
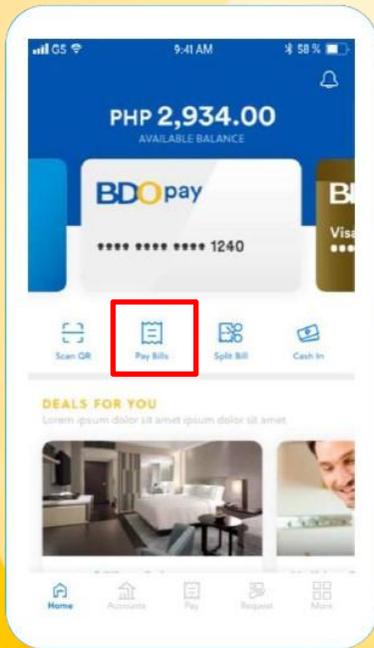
BILLS PAYMENT

Mobile Banking

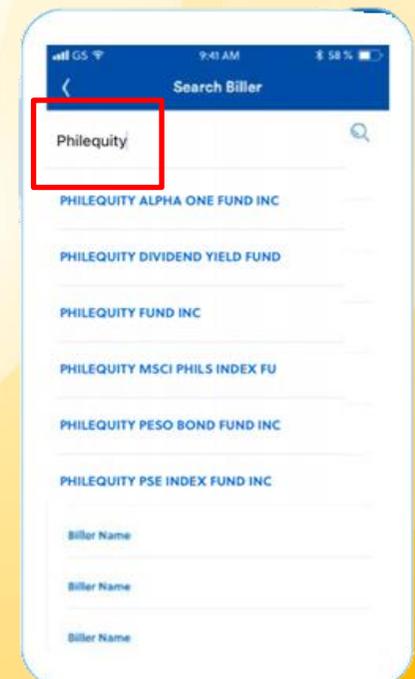
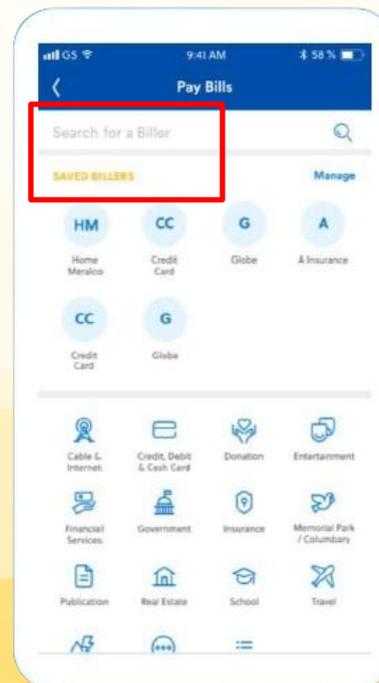


HOW TO PAY / INVEST TO THE BILLER

1. Log in to BDO Pay Bills application on your mobile / smartphones.
 - Tap “PAY BILLS” from the shortcuts or;
 - Tap “PAY” from the Main Menu and click “PAY BILLS”



2. Select biller through search, saved and categories. Key in “Philequity”



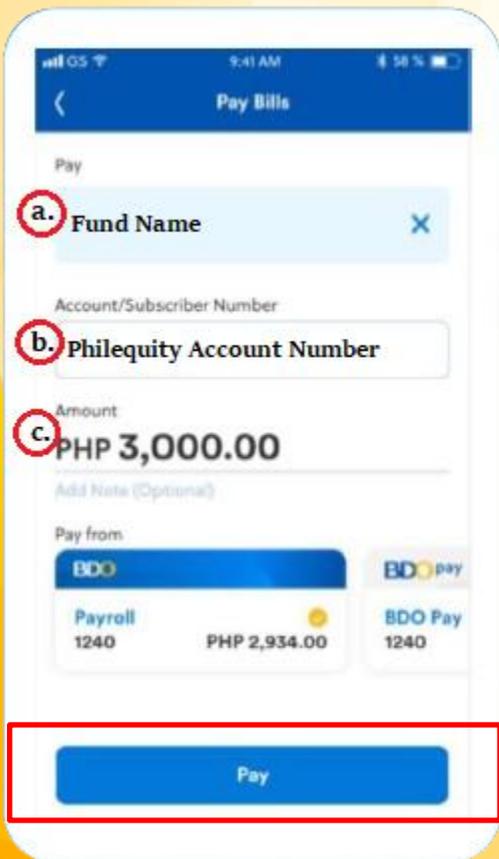
HOW TO PAY / INVEST TO THE BILLER

3. Enter your Philequity account details, choose the BDO card that you will pay from then click “Pay”

- a. Fund Name (example: Philequity Fund Inc.)
- b. Account / Subscriber’s Number (Philequity Account Number (6) six digits)
- c. Amount

4. Review your details and click “Confirm”, Save your Transaction Receipt. The saved image will automatically go to your Phone Gallery.

Note: You may also save the biller for easy access to your future transactions.



IMPORTANT REMINDERS

Cut-off Time	Investment Date
10:00 pm	<p>1. All cash deposits and online FTs between 12:00 AM to 10:00 PM will be booked on Transaction date + 1 Business day For example: Date of Deposit or FT: May 17, 2023 (Wednesday) Time of Deposit or FT: 12:00 am to 10:00 pm (Philippine Standard Time) Investment Date: May 18, 2023 (Thursday)</p>
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BILLS PAYMENT

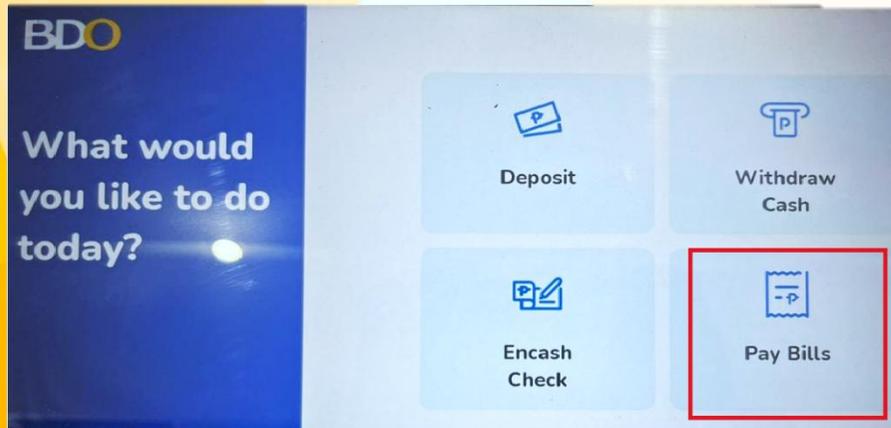
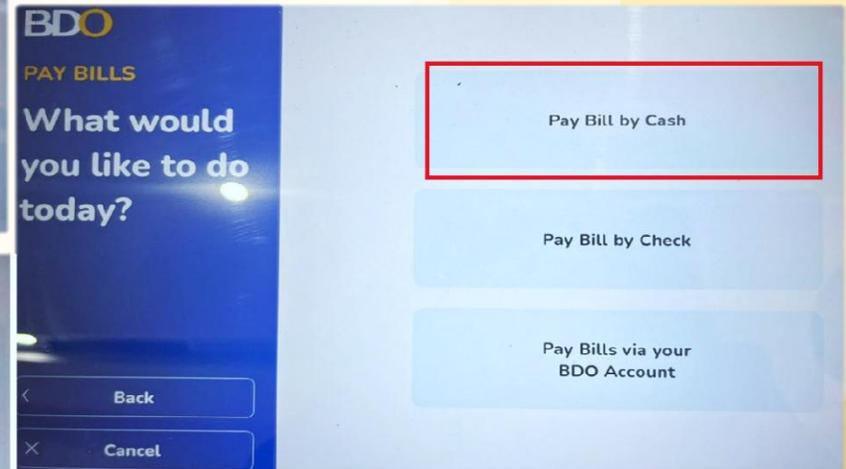
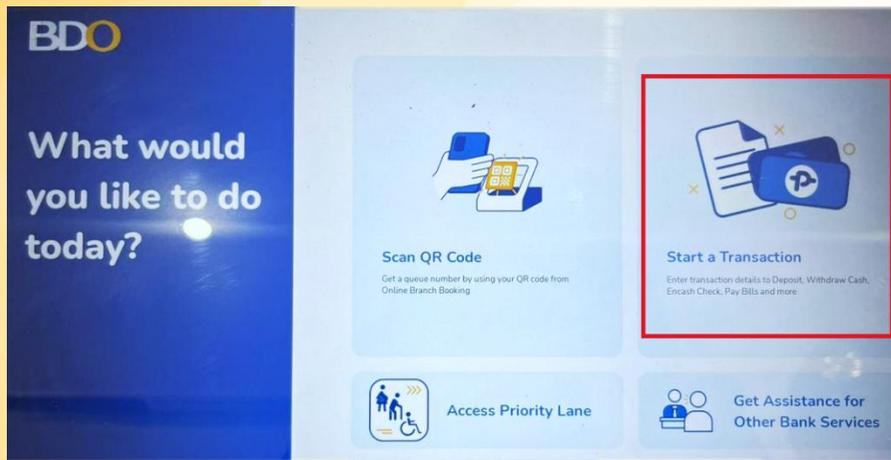
KIOSK BANKING

Pay by Cash



HOW TO PAY / INVEST TO THE BILLER

1. Click Start a Transaction > Pay Bills > Pay Bill by Cash



HOW TO PAY / INVEST TO THE BILLER

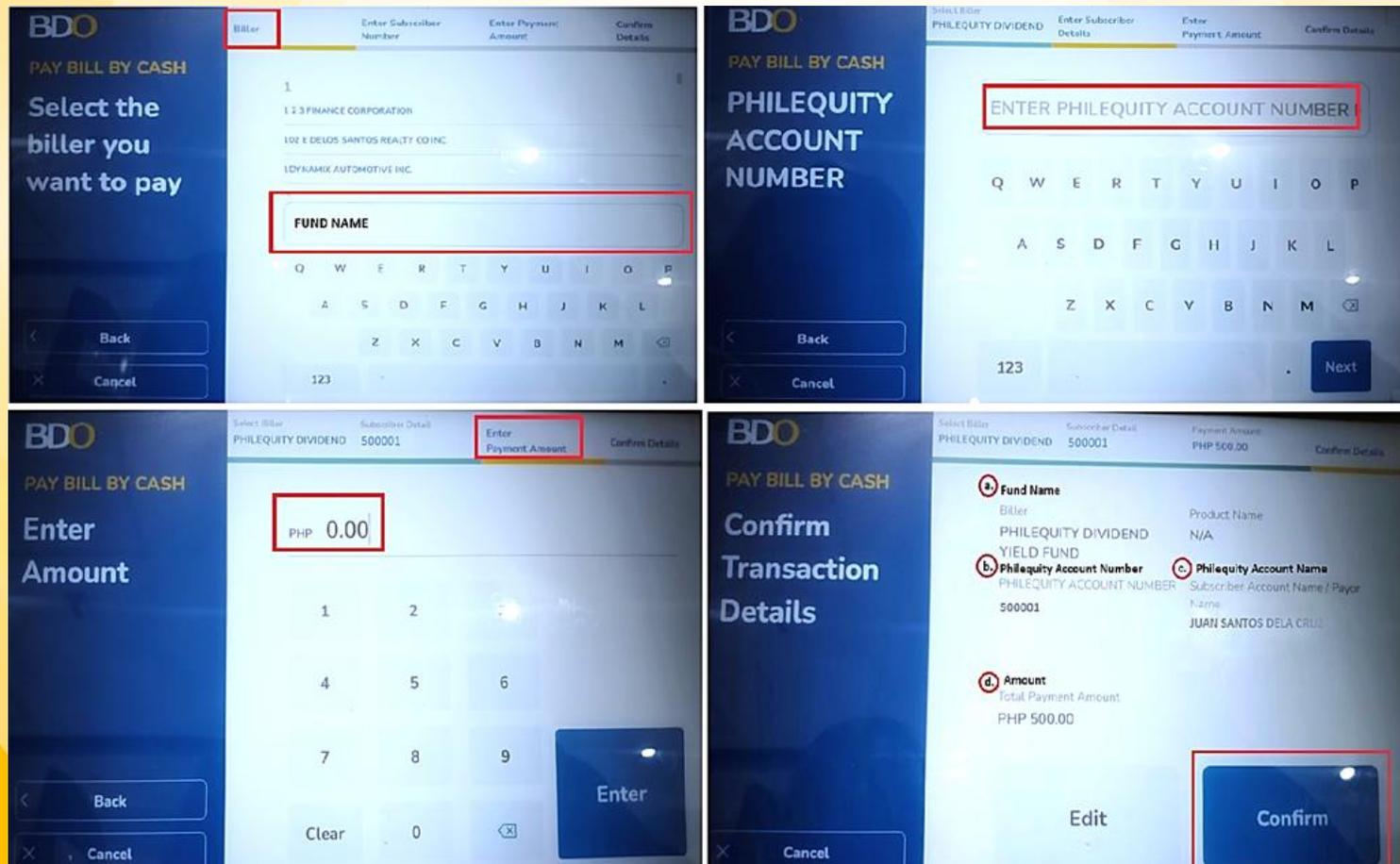
2. Key in the following details:

a. Biller / Fund Name

b. Subscriber Number / Philequity Account Number

c. Subscriber Account Name / Philequity Account Name

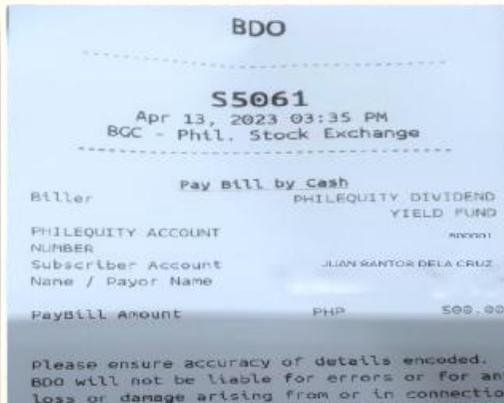
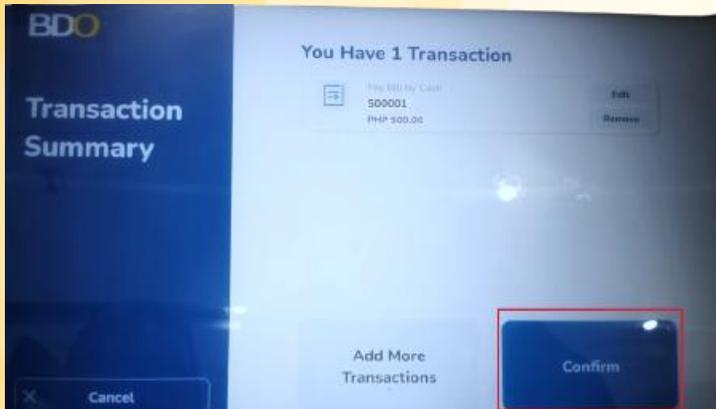
d. Amount



3. Check and review all the details then click “Confirm”.

HOW TO PAY / INVEST TO THE BILLER

4. Transaction summary will appear and still have an option to edit or cancel the transaction. Once final, click again the “Confirm” button.



A queue ticket will come out on the machine with Transaction Number. Wait for your turn then give the slip to the bank teller along with the cash.

5. Lastly, a validated deposit slip will be given by the teller.



IMPORTANT REMINDERS

Cut-off Time	Investment Date
10:00 pm	<p>1. All cash deposits and online FTs between 12:00 AM to 10:00 PM will be booked on Transaction date + 1 Business day For example: Date of Deposit or FT: May 17, 2023 (Wednesday) Time of Deposit or FT: 12:00 am to 10:00 pm (Philippine Standard Time) Investment Date: May 18, 2023 (Thursday)</p>
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