



## **1. Prerequisites for Accreditation and Renewal of Accreditation**

1.1 Brokers who wish to be accredited by Aseana Holdings Inc. (“AHI”) for the purpose of marketing and selling lots, condominium units and such other products resulting from an AHI development project (collectively, “AHI Products”) must submit to Aseana Holdings Inc., the following requirements for accreditation:

- 1.1.1 Professional Regulatory Commission (PRC) I.D. or Proof of Registration.
- 1.1.2 Photocopy of Tax Identification Number (TIN) Card issued by the Bureau of Internal Revenue (BIR).
- 1.1.3 Fully accomplished Broker Application Form.
- 1.1.4 Comprehensive Resume.
- 1.1.5 One (1) 1 x 1 ID picture with name and white background.
- 1.1.6 Updated NBI Clearance.

1.2 Notwithstanding the complete submission of the foregoing requirements, a broker shall not be deemed authorized to advertise, market and sell AHI Products in any AHI project without the express written approval by AHI of the broker’s application for accreditation.

1.3 A broker who has submitted the foregoing requirements to the satisfaction of AHI and whose application for accreditation has been expressly approved by AHI in accordance with Sections 1.2, 1.3, and 1.4 herein shall be issued a Certificate of Accreditation which shall be valid for a period of **one (1) calendar year**.

1.4 Any accredited broker may renew his accreditation with AHI upon the submission of updated copies of the foregoing requirements and such other documents as may be required by AHI from time to time. The renewal of the broker’s accreditation shall be effective only upon the express written approval of AHI.

## **2. AHI Products Offered**

Brokers shall be advised of such AHI Products offered for sale/lease on a first-come-first-served basis in accordance with the relevant guidelines governing the sale/lease of AHI Products for each Project. The accreditation of a broker is not a blanket authority to sell any and all selling activities to be conducted by a broker or brokers to selected AHI Projects or AHI Products of which the broker shall be advised from time to time.

## **3. Price and Terms of Payment**

Prices and terms of payment applicable to the sale/lease of AHI products in a specific AHI projects shall be advised to accredited brokers from time to time. Prices and terms of payment

are subject to change without prior notice. Accredited brokers should contact AHI from time to time to be updated of any new developments on the projects and the AHI Products therein, particularly changes in available inventory and prices, if any.

#### 4. Reservation and Sale/Lease of AHI Products

The sale/lease of AHI Products in AHI projects through accredited brokers shall be on a first-come-first-served basis.

- 4.1 Subject to the provisions of Section 5.1, reservation of AHI Products in the name of a buyer and/or registration of a buyer will not be honored unless client registration (or letter of intent) is duly signed by the buyer and/or the reservation fee/deposit is paid by the buyer. For this purpose, if payment is made in the form of a check, only the check issued by the buyer shall be honored. Brokers check shall not be honored.
- 4.2 Allocation of AHI Products will be made on a first-come-first-served basis to be determined based on the time at which the buyer remits the reservation fee/deposits. Where two or more buyers/brokers are physically present at the AHI-Marketing Office located at the 3<sup>rd</sup> Floor Aseana Powerstation, Pres.D.Macapagal Blvd. corner Bradco Ave., Aseana City, Parañaque City at the start of business hours, i.e., 8:00 a.m., for the purpose of remitting a payment for the same AHI Product, priority will be determined by the drawing of lots. The name of the buyer who shall be entitled to purchase the AHI Product in dispute will be drawn by an AHI Personnel. The time of actual arrival of a buyer or broker at AHI-Marketing Office before the start of business hours shall not indicate priority.

#### 5. Brokers' Commission

- 5.1 The entitlement of the buyers to purchase an AHI Products shall be subject to the prior approval of AHI. Thus, mere delivery of a buyer's check and/or valid client registration shall not automatically entitle the broker to a commission or the buyer to purchase the property.

##### 5.1.1.1 SALE

\*2% of the total selling price

##### 5.1.1.2 a. LEASE (Space)

\*1-3 years lease contract is equivalent to a commission of one (1) month based on Year 1's lease rate

\*4 years lease contract is equivalent to a commission of one and a half (1 1/2) months based on Year 1's lease rate

\*5 years or more lease contract is equivalent to a commission of two (2) months based on Year 1's lease rate

\*subject to VAT and other applicable tax



b. LEASE (Land)

\*1 month (1-10 years)

\*2 months (11-15 years)

- 5.2 AHI shall recognize the accredited broker who will deliver the buyer's check together with duly accomplished reservation agreement signed by both the buyer and the broker in order to recognize the broker as entitled to the commission pertaining to the sale/lease. A broker cannot claim credit for the sale/lease of an AHI Product once the buyer's check has been accepted directly by AHI.
- 5.3 In the event that the sale/lease is claimed by two or more accredited brokers, the broker who delivers the buyer's check to AHI and the reservation agreement accomplished in the manner set forth in Section 5.2 shall be recognized as the broker entitled to the commission pertaining to the sale/lease. If both or all accredited brokers claiming representation of a buyer each deliver a buyer's check and the duly accomplished reservation agreement to AHI, the following procedure shall be followed in determining who among the said brokers shall be entitled to the commission:
- 5.3.1 The accredited broker who was first to deliver a buyer's check payment to AHI together with the duly accomplished reservation agreement shall be deemed to be the broker entitled to the commission. For purposes of delivering a buyer's check payment to AHI, the personal appearance of the broker shall be required at the office of AHI-Marketing Office at 3<sup>rd</sup> Floor Aseana Powerstation, Pres.D.Macapagal Blvd. corner Bradco Ave. Aseana City, Parañaque City.
- 5.3.2 Where two or more accredited brokers are physically present at the aforesaid office premises at the start of business hours, i.e., 8:00 a.m., for the purpose of delivering the payment of the same buyer, the determination of who among such brokers shall be entitled to a commission shall be done by the drawing lots. The name of the broker entitled to the commission will be drawn by an AHI-Personnel. The time of actual arrival by a broker or the office of AHI-Marketing before the start of business hours shall not be used as basis in determining who among the brokers shall be entitled to a commission.
- 5.4 Commissions shall be released to the accredited broker only upon the latter's submission of his/her updated broker's license, BIR registration, and other documentary requirements specified in Section 1.1 hereof, and all the pertinent information and documents as may be required by AHI to effect the sale/lease and registration of an AHI Product to the buyer in accordance with Section 6.2.
- 5.5 Upon the release of the commission, accredited brokers shall issue in favor of AHI, lot owner or LESSOR an official receipt or invoice duly registered with the Bureau or Internal Revenue indicating there in the Taxpayer's Identification Number and the VAT registration number of said accredited broker.