



☐ New Application ☐ Additional Loan ☐ Renewal ☐ Restructuring

In case of loan renewal or restructuring, are there any updates from previous submission? ☒ Yes ☐ No (If yes, kindly provide details)

BUSINESS LOAN APPLICATION FORM									
<div><input type="checkbox"/> Individual <input type="checkbox"/> Sole-Proprietorship</div> <div>(Please mark the appropriate boxes and indicate N/A if not applicable)</div>									
A. BORROWER AND BUSINESS INFORMATION ¹									
Name of Borrower:									
<div><div>(First Name)</div><div>(Middle Name)</div><div>(Last Name)</div><div>(Suffix, if applicable)</div></div>									
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Widow/er <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Separated			Date of Birth:(mm/dd/yyyy)		Place of Birth: (Municipality/City, Province)			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
					Citizenship:				
Name of Spouse:								Date of Birth: (mm/dd/yyyy)	
<div><div>(First Name)</div><div>(Middle Name)</div><div>(Last Name)</div><div>(Suffix, if applicable)</div></div>									
Home Address: (Unit #, Building/House #, Street, Subdivision/ Barangay/ District, Municipality/ City, Province, Zip Code)				Home address ownership: <input type="checkbox"/> Owned (unencumbered) <input type="checkbox"/> Owned (mortgaged)		<input type="checkbox"/> Rented <input type="checkbox"/> Living with relatives			
				Length of Stay in Location: _____ years					
Landline No. (Area Code, Number): (____)-			Mobile No.:			Email Address:			
TIN:		PhilSys:			Other Government-issued ID (Please specify type/number):				
Mother’s Maiden Name:									
<div><div>(First Name)</div><div>(Middle Name)</div><div>(Last Name)</div><div>(Suffix, if applicable)</div></div>									
Registered Business Name (Trade Name):									
Principal Business Address: (Unit #, Building/ House #, Street, Subdivision/ Barangay/ District, Municipality/City, Province, Zip code) Is this similar to Home Address? Yes No (If no, kindly provide the details)				Business address ownership: Owned (unencumbered) Owned (mortgaged) Rented		Years the Business has been in operation: _____ years			
						Number of branches: _____			
Website/social media (Business):				Indicate whether the business has: ² Female Manager/s Female head officer for operations/administrative services					
Nature of Business (Based on PSIC reference):					Please specify business activity:				
Business registration (Check all that apply)			Date of Business Registration (mm/dd/yyyy)		Expiry Date of Registration (mm/dd/yyyy)		Registration Number		
DTI									
BIR									
Barangay/Mayor’s Permit									
Others (Please specify): _____									
Firm Size ³ (Total assets exclusive of the land on which the business entity’s office, plant and equipment are situated) ⁴ Micro (not more than Php 3M) Small (Php3,000,001 to 15M) Medium (Php15,000,001 to 100M)									
Annual Sales or Revenue: Php _____			Number of employees: (Please indicate all paid employees and/or directly involved in business operations) Full-time: _____ Part-time/Contractual: _____						
Top Trade References (use additional sheet if necessary)									
Name of Top Suppliers			Goods Supplied/ Services Rendered		Contact Person			Contact Number	
Name of Top Customers			Goods Purchased/Services Availed		Contact Person			Contact Number	
B. LOAN APPLICATION INFORMATION									
Loan amount applied for (subject to the approval of the bank): Php _____							Tenor: _____ months		
Proposed frequency of repayment ⁵ : Weekly Monthly Quarterly Annually Lump sum Others (Please specify): _____									
Loan Facility:		Credit Line		Loan Purpose:		Working capital (including receivables and inventory financing)		Business expansion	
		Term Loan				Construction/Development of real estate		Purchase of equipment/motor vehicles	
		Others (Please specify): _____				Acquisition of real estate		Purchase of biological asset	
						Loan takeout/refinancing		Others (Please specify): _____	

¹ Additional borrower information such as but not limited to the following may be obtained using a separate sheet/form: co-borrower, dependents, questionnaire on politically exposed person (PEP) and Foreign Account Tax Compliance Act (FATCA)

² This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

³ Subject to bank verification

⁴ The size of the firm is being collected for the BSP's monitoring purposes.

⁵ As may be applicable

Type of Loan:	Unsecured Loan	If secured, collateral/s and/or surety/ies offered:		
	Secured Loan	Loan secured by real estate (e.g., land, building)		
		Loan secured by movable property Receivables & any other claims to payment Title documents (e.g., warehouse receipt, bill of lading) Financial assets (e.g., deposits, tradable securities, company shares)		
		Intellectual Property Equipment Inventory	Others (Please specify): _____	
		Loan backed by third party credit guarantee/continuing suretyship		

C. FINANCIAL INFORMATION

Source of Funds for Repayment of Loans:	Revenue Asset Sale Savings and/or Investment	Inheritance Salary/Allowance Others (Please specify): _____
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Existing Deposit and E-money Accounts (please indicate top 3 in terms of outstanding balance size, use additional sheet if necessary):

Name of Financial Institution	Type of Account				Year Opened	Type of Account Ownership	
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/ Merchant
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/Merchant
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/Merchant

Existing Loans (please indicate top 3 in terms of loan amount, use additional sheet if necessary):

Name of Financial Institution	Loan amount	Date Granted (mm/yyyy)	Maturity Date (mm/yyyy)	Outstanding Balance	Collaterals offered (If applicable, indicate if real estate, movable property, etc.)

Existing Credit Cards (please indicate top 3 in terms of credit limit, use additional sheet if necessary):

Name of Financial Institution	Credit Limit	Outstanding Balance	Type of Ownership	
			Personal	Business
			Personal	Business
			Personal	Business

D. UNDERTAKING/DECLARATION

I/We hereby confirm that all information and supporting documents provided herein are true, accurate and complete and I/we agree to notify the financial institution of any changes in any of the information supplied. The financial institution can withdraw or cancel any loan approval if any major information and supporting documents are found to be materially inaccurate.
I/We authorize the financial institution to obtain relevant information as it may require concerning this application.
I/We understand and agree that additional undertaking/declaration, not stated in this form, may be required by the financial institution.
I/We hereby agree that this application shall be subject to applicable laws (BSP circulars, rules and regulations) and policies of BDO Group.

E. DATA PRIVACY CONSENT

In compliance with the requirements of the Data Privacy Act (DPA), I/we hereby authorize and give my/our consent to BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries [the members of the BDO Group may be accessed at <https://www.bdo.com.ph/privacy-statement>], on the general use and sharing of information obtained in the course of any transaction/s pursuant to my banking relationship with it. Personal information and sensitive personal information⁶ may be collected, processed, stored, updated, or disclosed by the bank:

- a. for legitimate bank-related purposes and requests;
- b. to implement transactions which the borrower requests, allows, or authorizes;
- c. to comply with the bank's internal policies and its reporting obligations to government authorities under applicable laws; and
- d. to offer and provide new or related products and services of the bank, its affiliates and subsidiaries through mail, email, SMS or other means of communication.

I/We confirm that I/we am/are aware that, in case of unlawful acquisition, inaccuracy, and error, I/we have the right to access, update, dispute, block, or correct certain personal information, or withdraw my/our consent to the use of any information provided herein, subject to the rights and limitations under the DPA.
I/We understand that this consent shall continue to be in effect for ten (10) years from my/our last transaction date with any member of the BDO Group or until expiration of the records retention limits set by applicable banking laws, whichever comes later.
I/We further warrant that, prior to submitting to the financial institution any information (including personal information) of an individual; I/we have obtained all necessary authorizations and consents as may be required by applicable confidentiality and data privacy laws or agreement to enable the bank to process such information.
I/We understand that should I/we wish to access, update, dispute, block, or correct certain information, or withdraw consent to the use of any of the information provided herein, subject to the rights and limitations under the DPA, I/we may communicate with the BDO Group's Data Protection Officer through the email address found at <https://www.bdo.com.ph/privacy-statement>, and may lodge complaints with, and/or seek assistance from the National Privacy Commission.
I/We understand that my/our basic credit data, as well as any regular updates or corrections thereof, are mandated to be submitted to the Credit Information Corporation (CIC) pursuant to R.A. 9150 and its Implementing Rules and Regulations for consolidation and disclosure as may be authorized by the CIC. Consequently, my/our basic credit data may thus be shared with other lenders authorized by the CIC, and other reporting agencies duly accredited by the CIC, for the purpose of establishing my/our creditworthiness.
I/We understand and agree that additional data privacy provisions, not stated in this form, may be required by the financial institution.
I/We have read and understood and consent to be bound by all the terms and conditions stated above.

Signature above Printed Name of Borrower	Date	Signature above Printed Name of Co-Borrower/Spouse	Date
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Third party credit guarantor and/or security grantor (i.e., a person or entity who grants a security interest in collateral to secure the obligation of the borrower)

Printed Name	Affiliation	Relationship with Borrower	Contact Information (address, contact number)
1.			
2.			
3.			

For inquiries and concerns, please call our BDO Contact Center at (+632) 8888-0000.
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⁶ Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment or financial or medical information, spouse details, preferences, behavior, and other information classified as "personal data", "personal information", or "sensitive personal information" under the DPA, and those of the Borrower's authorized representative/s, as well as accounts, transactions, and communications.

CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution’s evaluation of the loan application. **Borrowers are not expected to provide all the listed documents but only those that are applicable to the loan application.**

After the initial loan application screening, additional information (using separate sheet or form) may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

Basic Documents

- Filled-out and signed application form
- Clear copy of one (1) valid government-issued ID
- Marriage contract, if applicable

Proof of business registration: *(Please check applicable item/s)*

- Certificate of Registration with Bureau of Internal Revenue (BIR)
- Certificate of Registration with Department of Trade and Industry (DTI)
- Certificate of Registration with Securities and Exchange Commission (SEC)
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- Barangay Permit
- Mayor’s Permit

Personal Income Documents *(Please check applicable item/s)*

- Latest Income Tax Return (ITR) or BIR Form 2316
- Latest payslip for the past 2 months
- Certificate of Employment (COE) with salary or Employment Contract
- Latest crew contact (for seafarers)
- Proof of remittance for the past 6 months
- Bank statements or photocopy of passbook for the past 6 months
- Lease contract (for rental income)
- Proof of other income: _____

Business Documents *(Please check applicable item/s)*

- Photocopy of Audited Financial Statements for the past 3 years with latest ITR or Photocopy of in-house financial statements or pre-operating financial statements
- Business Plan/Business Proposal
- Photocopy of franchise agreement, if any
- Business background/Company profile
- Photocopy of purchase agreement
- Others *(please specify):* _____

Other Pre-application Requirements

- Billing statement of utilities for the past 3 months
- Statement of Account from current lender and official receipts for the past 3 months *(if loan purpose is refinancing/loan takeout)*
- Others (please specify): _____

Security Documents *(Please check applicable item/s)*

- Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT)
- Photocopy of Tax Declaration (for land and Improvement)
- Location/Vicinity Map
- Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle
- Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:
Basic Documents (as enumerated in this form) of the Surety
Income Documents (as enumerated in this form) of the Surety

If construction loan
Building/Floor plan of proposed improvement
Bill of materials
Specification of proposed finishes
Building permit

If refinancing/loan take out
Statement of Account from current lender and official receipts for the past 3 months

Others
Appraisal fee
Additional security documents *(please specify):* _____

Post-approval requirements for real estate collateral-backed loans

(Please check applicable item/s)
Original owner’s copy of TCT/CCT
Original Tax Clearance
Certified true copy of latest Tax Declaration
Insurance policy/ies (for properties with improvements)
Master Deed of Declaration (for condominium only)
Photocopy of latest full year Real Estate Tax Receipt (RETR)
Price quotation of the property (for property acquisition)
Affidavit of Consent to Mortgage Family Home
Others *(please specify):* _____

Other post-approval requirements

- General Information Sheet (GIS), if applicable
- Special Power of Attorney, if applicable
- Certificate of Ownership for movable property *(e.g., motor vehicles, etc.)*

Which mailing address will you assign to this account? ☒ Home Address ☐ Alternate Address ☐ Business Address ☐ Mailing Address (provide below)

Subdivision / Village / Barangay

Zip Code

VI. REGULATORY REQUIREMENTS

☐ Yes ☐ No

Do you have previous and current affiliation/dealings with the Government and/or relations to any official of a government in any country, territory, or of an intergovernmental/international organization?

If 'Yes', accomplish 'Form A6'

☐ Yes ☐ No

Are you obligated to pay taxes to the U.S. IRS because of your citizenship, residency, or other reasons such as meeting the 'Substantial Presence Test'? If 'Yes', accomplish 'Form A7'

☐ Yes ☐ No

Does your work / business fall under the classification of a DNFBP? If 'Yes', accomplish 'Form A8'

☐ Yes ☐ No

☐ Yes ☐ No

Are you a director, officer, or stockholder of BDO or BDO-affiliated company?

☐ Yes ☐ No

VII. DATA PRIVACY CONSENT

In connection with my Small Business Loan Application and other banking and related transactions with BDO Unibank, Inc (the "Account"), and in order to avail of the various products and services of BDO Group, I hereby give consent to the BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries [the members of the BDO Group may be accessed at <https://www.bdo.com.ph/privacy-statement/>], to process, collect, store, my personal information or sensitive personal information obtained from me in the course of my transaction/s with the BDO Group. I understand and agree that these information may be disclosed or shared by BDO Group to its members for know-your-client, cross-selling, marketing, or profiling (manual or automatic) purposes to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information to third parties for legitimate purposes, or to provide services to me or implement transactions which I may request, allow, or authorize.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with the relevant member of the BDO Group's Data Protection Officer through the email address found at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement). I further acknowledge and understand that I may access and view the BDO Group's Data Privacy Statement at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement) or obtain a copy thereof from the office or branch of the relevant member of the BDO Group.

Signature

VIII. CUSTOMER UNDERTAKING

I hereby agree that the terms of the Small Business Loan Application Form (hereafter referred to as SBLAF) and its attachments form part of this Business B5-B6 Form and are deemed an integral part hereof, my Conformance in the SBLAF is deemed restated for purposes of my application in this Business B5-B6 Form and that the representations, warranties, and undertakings under this Business B5-B6 Form shall be in addition to those provided in the SBLAF.

I hereby certify that all information and documents given in this Business B5-B6 Form and in the SBLAF are true and correct. I authorize the relevant Consumer Banking Unit/s to update or cause the updating of the information in Form AI-A2 based on the information or documents provided by me. I understand that non-disclosure and/or falsification of information and documents herein required shall be grounds for the disapproval of my application, immediate termination of the credit card privileges, and/or legal action against me.

By signing below, I certify that the foregoing information is true and correct and that I agree to be bound by the Terms and Conditions Governing the Issuance and Use of the BDO Corporate Cards and all future amendments thereto. I hold myself liable for all obligations and liabilities incurred with the use of the BDO Corporate Card or Commercial Card in accordance with the Account Liability section indicated in this Business B5-B6 Form. In the event this application for BDO Corporate Card or BDO commercial Card is disapproved, BDO is not obliged to provide the reason thereof. I further irrevocably authorize you to disclose to any entity any/all information as may be stated herein or obtained by you in relation to the transactions covered by this application as may be required by relevant laws or regulations. I hereby authorize the transfer, disclosure and communication of any information relating to my accounts with BDO to any of the offices, branches, subsidiaries, affiliates, agents and representatives of BDO and third parties selected by any of them for data processing/storage, customer satisfaction surveys, product, and service offers made to me through mail/e-mail/fax/ SMS or telephone, and for

any other purpose as BDO may deem appropriate, and as may be required by law or regulation. I further authorize the regular submission and disclosure to any and all credit information service providers such as, but not limited to, Credit Card Association of the Philippines, Credit Information Corporation, of any information, whether positive or negative relating to my basic credit data (as defined under R.A. No.9510) with BDO as well as any updates or corrections thereof. The foregoing constitutes my written consent for any such submission and disclosure of information relating to my accounts for the purpose indicated above and under applicable laws, rules and regulations. I agree to hold BDO free and harmless from any liabilities that may arise from any transfer, disclosure or storage of information relating to the accounts.

NOTE: Terms and Conditions Governing the Issuance and Use of BDO Corporate Cards refers to the Terms and Conditions Governing the Issuance and Use of Corporate and Commercial Credit Cards (for Mastercard/Visa/Diners Club), or the American Express Corporate Card Account and Corporate Cardmember Terms and Conditions.

Signature

Date Signed
(mm/dd/yyyy)

/ /

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REVISED AS OF AUGUST 2024

Account Liability ☐ Sole Liability ☐ Joint and Several ☐ Limited ☐ Individual ☐

SC

SC

IC

Branch Code

Branch Name

Referror Code

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GENERAL INSTRUCTIONS

1. These instructions are provided to guide you in filling up the Standard Business Loan Application Form (SBLAF), specifically when filling up 'Nature of Business', where a PSIC Reference is necessary.
2. Provide accurate and detailed information to ensure regulatory compliance and determine the applicability of due diligence, where necessary.

NATURE OF WORK / BUSINESS (BASED ON PSIC REFERENCE)

Indicate all relevant industries where you derive your income or assets from. Refer to the general categories and specific codes and descriptions below for your entry. Notes on entries can be found at the back of this Instruction Sheet. You may input multiple codes where applicable. (ex. ABC, DEF, GHI)

Professional, Scientific, and Technical Services

ACT	Accounting / Auditing / Tax Practice Services
LEG	Legal Services
ANE	Architecture / Engineering
ADV	Advertising / Marketing
SVC	Other Professional Services / Consultancy / Coaching

Finance and Insurance

PWN	Pawnshop
LDG	Lending
MSE	Money Service Business - Electronic Money Issuer
MSV	Money Service Business - Virtual Currency Exchange
MSR	Money Service Business - Remittance Transfer Company
MSF	Money Service Business - Foreign Exchange Dealer / Money Changer
BAN	Banking
INS	Insurance
SBD	Securities Broker / Dealer

Construction and Civil Engineering

CON	Construction and Civil Engineering
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Real Estate Brokerage and Sales

REL	Real Estate Brokerage and Sales
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Media, Arts, Sports and Recreation

MED	Media
ENT	Arts / Entertainment / Recreation
SPO	Sports / eSports
GAM	Gambling / Casino / eGames

Healthcare and Social Work

HEA	Healthcare (Doctor, Dentist, Nurse, Psychiatrist and others)
SOC	Social Work / Non-Government and Non-Profit Organizations

Education

EDU	Education / Online Education
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Accommodation and Food Services

AFS	Hotel / Accommodation / Restaurant / Food Services
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Employment Agency / Human Resources

Private Household and Household Staff

HOU	Private Household / Household Employee / Household Staff
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Information and Communication

COM	Information / Communication / Telecommunication
PUB	Publishing / Printing
ICT	Robotics / AI / Cloud / Data Engineering / Software Development / Cybersecurity

Manufacturing

MFG	Manufacturing / Packaging
MFF	Manufacturing / Trading of Firearms and Ammunition

Dealerships, Trading, Selling and Repair Services

ART	Art / Antiques Dealership
CAR	Car / Boat / Plane Dealership
JEW	Jewelry / Precious Metals / Precious Stones Dealership
WRT	Wholesale / Retail Trade (Distribution & Sales) / E-Commerce / Online Selling
REP	Repair Services

Transportation and Storage

TRN	Transportation (Land, Sea and Air)
SHI	Shipping / Cargo / Storage
SEA	Seaman / Seafarer

Agriculture, Forestry, and Fishing

AGR	Agriculture / Fishing
FOR	Forestry

Mining and Quarrying

MIN	Mining / Quarrying
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Electricity, Oil and Gas

UTL	Electric Utilities
OIL	Oil / Gasoline

Water Supply, Sewerage and Waste Management

WAT	Water Supply / Sewerage / Waste Management
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Public Administration and Peace and Order

MIL	Peace and Order (Military, Police, Fireman, Jail Warden and Others)
PAD	Public Administration / Government

Embassies and Diplomatic Services

EMB	Embassies / Diplomatic Missions / Attached Offices
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Other Service Activities

OTS	Other Service Activities (Hairdresser, Manicurist, Masseuse and others)
RLG	Religious Organization

Special Nature of Work / Business

DFF	Designated Non Financial Business And Professions (DNFBP) ¹
OGB	Direct OGB / POGO Licensee and Authorized Gaming Agent ²
OGI	Indirect OGB / POGO Allied Service Provider

NOTES ON NATURE OF WORK / BUSINESS

¹Designated Non-Financial Business and Professions (DNFBP)

As covered persons, the following Designated Non-Financial Businesses and Professions (DNFBPs) are required to declare their engagement as a DNFBP and submit the Certificate of Registration issued by the AMLC:

1. Dealers of jewelry, precious metals, and precious stones
2. Company service providers which, as a business, provide any of the following services to third parties: (a) acting as a formation agent of juridical persons; (b) acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons; (c) providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement; and (d) acting as (or arranging for another person to act as) a nominee shareholder for another person; and
3. Persons, including lawyers and accountants, who provide any of the following services: (a) managing of client money, securities or other assets; (b) management of bank, savings, securities or accounts; (c) organization of contributions for the creation, operation or management of companies; and (d) creation, operation or management of juridical persons or arrangements, and buying and selling business entities.
4. Real Estate Brokers and Developers;
5. Offshore Gaming Operators (OGO) and Offshore Gaming Operator Service Provider (OGO SP)

²Online Gaming Businesses (OGB)

As covered persons, Online Gaming Businesses with 'Direct engagement' and 'Indirect engagement' to Online Gaming are required to declare their engagement in the industry and submit the required documents from PAGCOR, as needed.

'Direct engagement' in Online Gaming refers to offshore entities with a Philippine Offshore Gaming license granted by PAGCOR to primarily engage in Online Gaming, while 'Indirect engagement' in Online Gaming refers to Philippine entities or persons accredited by PAGCOR to provide allied support services and / or components of offshore gaming operations to Philippine Offshore Gaming Operators (POGOs) such as Customer Relations, Strategic Support, Information Technology, Gaming Software Platforms, and Live Studio and Streaming Providers.

Business Process Outsourcing Providers (BPOs) that are servicing legitimately licensed gaming operators abroad and do not in any way handle betting but purely product marketing and customer relations and are not servicing any of PAGCOR POGO licensees and have at least 90% Filipino workforce are also classified as having an 'Indirect Engagement' in Online Gaming.