



CONTRACT OF AGENCY

Control No. _____

This Agreement made and between **ASIATIC DEVELOPMENT CORPORATION/BASIC HOUSING SOLUTIONS, INCORPORATED** with office address at Asiatic Building, Phoenix Sun Business Park, E. Rodriguez, Jr. Avenue, Libis, Quezon City, Philippines represented in this act by its president, **MR. PAUL H. TANCHI** herein after designated as the **PRINCIPAL**;

And

Mr./Ms. _____ herein after designated as **ASSOCIATE** or such other designation as the Principal may deem appropriate.

Whereas, the Principal is engaged in real estate development, construction and marketing of real property in the Philippines and abroad.

Whereas, the Associate is hereby made and constituted as Affiliate, Agent, Broker, Consultant, Director, Manager, Officer, Vice President and other title classification the Principal may decide to use to enable the former to perform duty and transact business with the Principal.

Whereas, the Associate, being an independent contractor, has no employee-employer relationship with the Principal and has no right or authority to perform, assume or create obligation of any kind for and in behalf of the Principal other than what is stipulated in this Agreement.

Witnesseth that –

The Principal agrees to allow the Associate to market and sell the real estate projects being developed by **Asiatic Group of Companies**.

The Principal shall appropriately compensate the Associate for its services rendered by means of commission corresponding to the Appointment Memorandum, which will be issued by the Principal and shall form part of this Agreement.

The Associate agrees to market and sell the real estate projects being developed by the Principal during the term of this Agreement.

The Associate shall practice the highest ethical standard of the profession with utmost discipline, transparency and respect to rules, regulations and policies of **Asiatic Group of Companies**.

The Associate is not allowed to accept payments or issue any receipt in behalf of the Principal. Only personnel duly appointed by the Principal shall accept payments and issue receipts.

The Associate shall not make unlawful agreement to any client/person, effect any transfer nor make any commitments that might breach in any manner the standard procedures of the Principal.

The Associate is always duty bound to engage in all conducts that are in the best interest of the Principal; to support and participate wholeheartedly in all related activities.

In case of falsification of documents, misappropriation, defalcation of money, loss or damage to property due to negligence, misuse or abuse of authority in violation of this Contract of Agency, this Contract of Agency is hereby terminated and the Associate waives all rights and authorizes the Principal to forfeit any and all remuneration and/or commissions due him/her without prejudice to any other right or legal action of the Principal under existing laws.

In case of misrepresentation to the client and neglect or failure of the Associate to complete the execution of assigned duty or to assist the Client and Principal in the consummation of transaction, the Principal has the authority to make penalty or forfeit any or all remuneration or commission due to the Associate.

In case of voluntary termination of contract or indefinite leave of absence, the Associate shall submit a 30 days notice to the Principal for the proper turnover of duties and responsibilities.

This agreement shall be valid up to the last day of every year unless sooner terminated by the Principal for cause or breach of contract.

IN WITNESS WHEREOF, the parties have hereto set their hands this _____ day of _____ at _____.

PRINCIPAL

ASSOCIATE

Signed in the presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
S.S)
Province/City of _____)

BEFORE ME, personally appeared the following:

Name	CTC No.	Date/Place Issued
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged that they executed the same as their own free and voluntary act and deed and/or that of the entity herein represented.

This instrument consisting of _____ () pages, including this page wherein the Acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page hereof and relates to a Memorandum of Agreement.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this _____ day of _____ at _____.

Notary Public

Doc No _____
Page No _____
Book No _____
Series of _____

INFORMATION SHEET

Attach Latest
1"x1" ID Picture
Here

Position Applied: _____

Name: _____
Family Name First Name Middle Name
Civil Status: _____ Sex: _____ Date of Birth: _____ Name of Spouse: _____
Residence/Mailing Address: _____ Telephone No: _____
Mobile phone No.: _____ Email Address: _____
Highest Educational Attainment: _____ Year Graduated: _____
School(s) Attended: _____
Other Special Skills: _____

EMPLOYMENT HISTORY

1. Name of Company: _____
Office Address: _____ Telephone No.: _____
Position in the Company: _____ Inclusive Dates: From _____ to _____
Reason for Leaving: _____
2. Name of Company: _____
Office Address: _____ Telephone No.: _____
Position in the Company: _____ Inclusive Dates: From _____ to _____
Reason for Leaving: _____
3. Name of Company: _____
Office Address: _____ Telephone No.: _____
Position in the Company: _____ Inclusive Dates: From _____ to _____
Reason for Leaving: _____

MEMBERSHIP IN ANY CIVIC, PROFESSIONAL & RELIGIOUS ORGANIZATION

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: _____ Relationship: _____
Residence Address: _____
Office Address: _____
Telephone No(s): _____ Email Address: _____

I hereby certify that the above information to my knowledge is true and correct.

SSS No.: _____ PAG-IBIG FUND No.: _____ TIN: _____
Community Tax Cert.: _____ Issued at: _____ on: _____
PRC License No.: (if any) _____ Issued on: _____ on: _____
Broker's License No.: (if any) _____ Issued at: _____ on: _____

Note: Kindly Attach copy of latest PRC ID or Broker's ID & DTI Registration

Signature over Printed Name

Date

(This portion is to be accomplished by authorized ADC/BHSI personnel and will serve as Applicant's Appointment)

Recommended by: _____ Designation: _____ Date: _____
Status of Employment: _____ Remuneration/Commission Rate: _____
Approved by: _____ Designation: _____ Date: _____