



5232 N. WESTERN AVE., CHICAGO, ILLINOIS 60625

Tel: (773) 334-4999 / Fax: (773) 334-4994

TYPE OF TRANSACTION

- ☐ Dollar to Dollar
☐ Dollar to Peso
☐ Fax Document

DOLLAR REMITTANCE FORM

(PLEASE PRINT CLEARLY)

DATE FILED: _____

Cut-off time :4 p.m. daily (3 p.m. ACH) OFFICE HOURS

Mon. to Fri. : 9:00 A.M. to 6:30 P.M. Saturday : 9:00 A.M. to 5:30 P.M.

TO _____ FROM _____
ADDRESS _____ ADDRESS _____
HOME PH: () _____ WORK PH: () _____ HOME PH: () _____ WORK PH: () _____
CELL PH: () _____ CELL PH: () _____
IF PAYING BY PERSONAL CHECK OR REMITTING \$3,000 OR MORE, PLEASE PROVIDE THE FOLLOWING:
DRIVER'S LICENSE/STATE I.D. NO. AND SOCIAL SECURITY NO.

- ☐ For overnight delivery to Metro Manila (if paid in cash / money order / cashier's check).
☐ For delivery within 24 - 48 hours (if paid by personal check - no exception).
☐ For scheduled delivery (outside Metro Manila)
☐ For deposit to Dollar / Peso Account No. _____ Bank _____ Branch _____

☐ ACH Date _____
Amount _____ TOTAL _____

MESSAGES:

(MAXIMUM OF 10 WORDS)

Table with columns: AMOUNT SENT, \$, X, =, P. Rows include Delivery Fees, Commission, Service Fees, Bank Charges, Telegram/Fax, Confirmation Receipt, TOTAL AMOUNT OF ORDER \$, Cash, Check #, M.O. #, ACH #, TOTAL AMOUNT PAID \$.

THE SENDER AGREES WITH THE TERMS AND CONDITIONS PRINTED AT THE BACK.

Signature of Sender

Customer Service Representative

TERMS AND CONDITIONS Effective March 1, 2007

- 1. Check Acceptance Policy-Only those checks with sufficient funds as verified with banks will be delivered. Checks not payable to Cirera Express or second endorsement checks are not acceptable. Payment by cashier's check and/or money order is the preferred mode of payment for large remittances. Cirera Express does not accept post-dated checks.
2. Verification of Identity-If paying by personal check or remitting \$3,000.00 or more, the sender agrees to provide Cirera Express his/her Driver's License or State I.D. number and social security number. If none is available, the Alien Identification No. or passport number and country of issuance must be provided. Senders who wish to send money by phone must first enroll in the remit-by-phone system and provide copies of their valid State ID or Driver's License.
3. Checks Returned Unpaid by the Bank-Sender agrees to pay Cirera Express the fee of \$20.00 for each check returned unpaid by the bank for insufficient funds, stop payment or whatever reasons. Sender agrees that the full amount owed will be debited directly from his/her checking account. If the financial obligation is not settled within 30 days from the date of remittance, the account will be forwarded to a collection agency which may report the matter to the credit bureaus. Unpaid amounts are subject to all collection costs. Interest of 2% per month shall accrue on unpaid balances.
4. Cut-off Time-From Monday to Saturday, all transactions after 4:00 p.m. will be processed on the next business day. Business days are Monday to Saturday (Sundays and holidays are not included). Remittances by phone should be done before 3:00 p. m.
5. Exchange Rate-The exchange rate fluctuates everyday based on reports from the Philippines. For mail-in remittances, the applicable exchange rate will be the exchange rate when the mail was received by Cirera Express. For walk-in or remit-by-phone customers, the applicable exchange rate is the exchange rate on the date the payment was received by Cirera Express.
6. Designating Recipients-The remittance will be given only to the person designated in the remittance form. Recipients must at least be 18 years old in order to be designated as such. To avoid delay in case the recipient is not available at the time of delivery, the sender may assign two to three persons as recipients. The recipient may also sign a letter of authority to allow another party to receive the remittance.
7. Door-to-door Delivery-Cirera Express has a continuing commitment to its valued customers for the delivery of remittances within 24 hours to recipients in Metro Manila, Cavite, Rizal, Bulacan and San Pedro, Laguna. Delivery schedules are followed for Pampanga, the rest of Laguna and Batangas. Pick-up of remittance is not allowed. Overnight delivery could not be effected if: (a) the recipients are not available at the time of delivery, (b) there are natural disasters and calamities (such as flood, earthquake, typhoon), (c) there are civil disturbances (such as strikes, rebellions, coup d' etat, etc.). If recipients are not available, a Notice of Delivery shall be left behind during the first delivery attempt. For inquiries or to schedule the second / third delivery, the recipient has to call:
Cirera Express, Quezon City- (632) 741-1915
8. Telegraphic Transfer - Remittances intended for telegraphic transfer to bank accounts are deposited at a bank branch in Metro Manila on the next banking day after transaction date. Sender agrees that Cirera Express is only responsible for making deposits or money transfers on sender's behalf to the recipient's bank account and not for the release of the money to the recipient. The posting of deposits to bank accounts and the withdrawal of funds are subject to bank policies and Philippine laws and sender agrees to abide by these regulations. Cirera Express does not guarantee immediate availability of funds for withdrawal after deposit is made. Bank deposits are normally available for withdrawal on the next banking day after deposit is made while ordinary telegraphic transfers are normally available for withdrawal after five banking days. Sender understands that once remittance is deposited to recipient's bank account, it cannot be withdrawn by Cirera Express and therefore not covered by the company's refund policy. A fee of \$2.00 is charged for the telegram sent to notify recipients of deposits made to their bank accounts.
9. Computerized Confirmation System-Within one week from the date of delivery, the sender may inquire from Cirera Express regarding the status of the remittance. For door to door deliveries, the computerized system can provide the sender the date and amount received by the designated recipients. For bank account deposits, the system can provide the sender the date and amount of the deposit and the name of bank and branch. Senders shall inform recipients of their obligation to confirm receipt of telegraphic transfers immediately upon receipt thereof. There is a fee of \$1.00 for customers who want to receive a copy of the signed delivery receipt or deposit receipt. Senders may request a certification of their remittances. A fee of \$10 shall be charged for each certification or summary of remittance covering only one sender/recipient combination.
10. Refund-For door-to-door transactions which have not been delivered ten (10) days after transaction date because the recipient or his / her address cannot be located, a refund, less the delivery fees, shall be given to the sender upon request.
11. Limit of Liability - Except for the refund of the amount sent, sender agrees that Cirera Express will not be held responsible for any form of consequential and / or incidental damages that may arise due to delayed receipt or non-receipt of remittance by the recipient.