

PAYMENT INSTRUCTIONS FOR KAISER SUBPAY - BDO BILLS PAYMENT OVER THE COUNTER TRANSACTION

Step 1

Prepare the cash for the premiums due and the Kaiser policy number to be paid then go to the nearest BDO branch

Step 2

Fill up the BDO Cash or Check Transaction Slip for the Bills Payment transaction depending on the form of payment, if cash or check. The following are the important fields that you need to fill up correctly for your payment to be credited by IMG to the correct Kaiser policyholder's account:

- 1) Company Name: International Marketing Group
- 2) Subscriber's Name: Name of KAISER Policy holder
- 3) Subscriber's Account No: 17-digit Policy Number (no dash)

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For Account with Deposit Reference Facility	yor's Name	Reference No.
	mpany Name	Institution Code Product Code
	ERNATIONAL MARKETING GROUP	0 6 9 3
	bscriber's Name UAN PEDRO DELA CRUZ	Subscriber's Account No. 88888000001111188
Cash Card Ca	rdholder's Name/Contact No.	Cash Card No.
Payment 8o	rrower's Name	Promissory Note No. / Trade Reference No
dachine Validation		



Step 3
You will receive a Confirmation Notice from IMG once your payment is credited to IMG's account and uploaded in our system. Wait for 3-5working days from the date your payment is credited to IMG's account for us to process and transmit your payment to Kaiser.

Step 4

Wait for 5 to 10 working days from your transaction date for Kaiser to post your payment in the OPMS



PAYMENT INSTRUCTIONS FOR KAISER SUBPAY - BDO BILLS PAYMENT

PAYMENT THRU BDO ONLINE BANKING

Step 1

Log on at your personal internet banking in <u>BDO.COM.PH</u> and prepare the Kaiser policy number to be paid

Step 2

Once logged in

Click Pay Bills

Click Bills Payment, click Pay Bills

Tick Pay a Company that is not yet enrolled (if you haven't enrolled IMG)

Choose International Marketing Group in the dropdown under Unenrolled Company/Biller

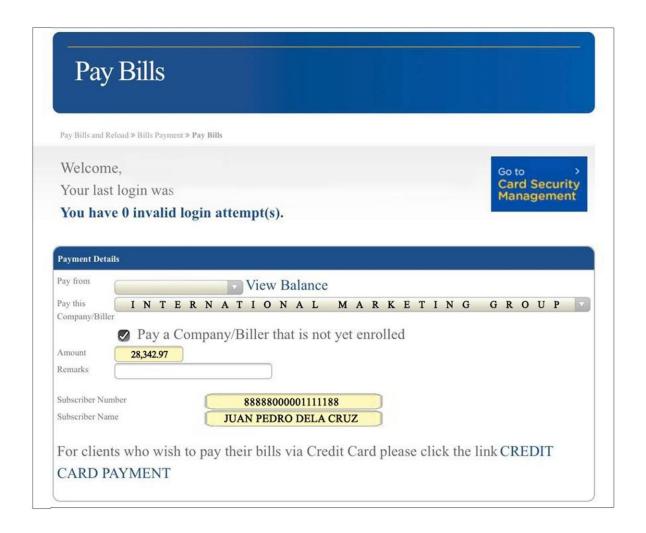
Fill in the Amount to be Paid

Fill up remarks with your notes or comments like installment number, etc

Subscriber Number: 17-digit KAISER Policy Number (no dash)

Subscriber Name: Name of KAISER Policy holder

Then submit





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IMPORTANT REMINDERS

- 1) Pay the exact Kaiser premium amount. Payment for other fees like amendment fee, reinstatement/redating fee, policy fee, surcharge cannot be transacted using Kaiser Subpay payment instruction. There is a different instruction for these kinds of transactions.
- 2) If you are paying for more than 1 premium installment or for multiple policies, please pay separately for each. Do not combine in one Bill Payment Slip or transact in lumped amount.
- 3) It is important that you provide the policy number correctly at all times. This will be the unique identifier that will be uploaded in the IMG system for the payment to be posted in the policy that this number will match in our system.
- 4) There is NO need for you to upload your proof of payment in our portal / kiosk as the report coming from BDO will be simply be uploaded in our system and the payments will be auto posted, as long as you follow correctly the instructions and you provided the correct policy number. The moment you upload the proof of remittance, this will just complicate IMG processing so please DO NOT upload unless you are requested by IMG office.
- 5) In case you made a mistake in transacting your payment, please contact us immediately so we can give you the instruction/s on what to do next.