

All forms — external and internal

Vehicles door · Tandoc / Helium Fuels · 0936 411 5239 · terms 2026-09-07. Signed sheets (ODO-V-01-12) plus desk stamps (ODO-INT-01-08). Sample / evidence — not government blanks, not legal advice.



Owner Direct

ODO-V-01

SIGN: BEFORE LIST

ODO · OWNERDIRECT.ONLINE · SELLER

Seller — acceptance of terms

Evidence that the owner (or verified SPA) accepted the Vehicles door terms before listing. Encumbered, rebuilt, surplus, and mismatch units cannot list.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

I am the **seller** on an ODO Vehicles deal. I have read the Terms of Service (version 2026-09-07) and accept them.

- **Seller:** Papers and the right to sell. Park at Tandoc (2 weeks free while a complimentary slot is open — 10 four-wheels / 20 motorcycles — then ₱1,000/week 4 wheels · ₱500/week motorcycle). Paying customers have priority. Submit the unit at least one day before a booked viewing. Sign admission and retrieval. Remove valuables. Sign a closed DoS with the buyer name filled when the buyer pays DP, and pay the ₱1,500 DoS facilitation fee. After that DoS you cannot terminate because you changed your mind. You are bound that the unit and papers are authentic and that no misrepresentation was made. Provide HPG Motor Vehicle Clearance within 1 to 2 days of DP. If you cannot — fake papers, go-direct, or you do not want to continue — the deal fails on you: buyer DP is refunded and you owe ODO damages equal to that class DP. The ₱1,500 stays. You never receive the buyer's number, name, or Telegram.
- **Buyer:** ID-verified. Valid ID at Tandoc. Viewing is free. Inspect at the hosted viewing. Optional test drive ₱500. Sign the DoS when you pay DP — that deed is the HPG requirement. After ODO calls (HPG clearance and papers on file), pay the remaining price in 3 to 5 days or the DP is forfeited to ODO. If the seller cannot provide clearance in 1 to 2 days, your DP is refunded. If a seller comes to your address or asks you to pay off-app, do not pay — call 0936 411 5239. You never receive the seller's number, username, or Telegram. Accept the unit and papers as-is.
- **ODO:** Host the viewing. Collect only published fees. Approve a booked viewing only after pay + admit a day before. Keep signed admission / retrieval. Collect the seller ₱1,500 DoS facilitation fee at the buyer for full pay only after HPG clearance is on file. If the seller cannot provide clearance DoS: refund buyer DP, collect seller damages equal to the class DP, keep the ₱1,500. Forfeit DP if buyer does not pay after clearance is provided. Pay the seller the same day as full payment (net), before docs. Refer LTO after purchase — do not handle it. Keep both sides anonymous. The same process runs in the app and at the Tandoc desk. Telegram is backup only if the app breaks, and only



until the system goes back — values only, two threads, never a group. When they Agree, stamp that price on the ODO deal.

- **Helium Tandoc:** Garage for units on the lot. Insurance is the vehicle only — not valuables left inside.
- **PNP-HPG:** NAC (No Alarm, optional listing shield). Motor Vehicle Clearance for transfer — after DoS, before ODO calls the buyer for full pay. Issue, records, and errors stay with HPG.
- **LTO:** Transfer of ownership after purchase. Government process. ODO does not handle it; may refer who does.

I confirm I am the titled owner (or valid SPA). The unit and papers I show are authentic. I make no misrepresentation. Floor and ceiling stay private. I will not exchange contact off-app. I will sign a closed notarized Deed of Sale with the buyer's name filled. After that deed I cannot terminate the deal because I changed my mind. Upon signing the closed DoS (and in these Terms), the seller cannot terminate the deal because they changed their mind. The seller is bound that the unit and the papers are authentic and that no misrepresentation was made. Seller negligence, misrepresentation, or a false paper: ODO refunds the buyer facilitation DP, and the seller owes ODO damages equal to that same published facilitation DP for the class (motorcycle · tricycle ₱5,000 · car ₱15,000 · SUV · pickup ₱20,000 · commercial · luxury ₱30,000). The ₱1,500 DoS facilitation fee stays. After DP the unit stays on the lot unless the seller pays those damages. This is not a percent of price. Upon the buyer's full payment I receive net the same day, with a receipt copy of the full agreed amount. Units on the Helium Tandoc display are Helium Tandoc's garage responsibility (vehicle only — no valuables).

RELEASE — ODO / HELIUM MARKETING CORPORATION

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

PRINTED NAME

DATE

SIGNATURE

GOVERNMENT ID TYPE / LAST 4



LISTING / DEAL REF (ODO-V-...)





Owner Direct

ODO-V-02

SIGN: BEFORE POKE / VIEW

ODO · OWNERDIRECT.ONLINE · BUYER

Buyer — acceptance of terms

Evidence that the buyer accepted terms. Sign the DoS at DP. Remaining pay when papers are ready. Walk after that and DP is forfeited to ODO.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

I am the **buyer** on an ODO Vehicles deal. I have read the Terms of Service (version 2026-09-07) and accept them.

- **Seller:** Papers and the right to sell. Park at Tandoc (2 weeks free while a complimentary slot is open — 10 four-wheels / 20 motorcycles — then ₱1,000/week 4 wheels · ₱500/week motorcycle). Paying customers have priority. Submit the unit at least one day before a booked viewing. Sign admission and retrieval. Remove valuables. Sign a closed DoS with the buyer name filled when the buyer pays DP, and pay the ₱1,500 DoS facilitation fee. After that DoS you cannot terminate because you changed your mind. You are bound that the unit and papers are authentic and that no misrepresentation was made. Provide HPG Motor Vehicle Clearance within 1 to 2 days of DP. If you cannot — fake papers, go-direct, or you do not want to continue — the deal fails on you: buyer DP is refunded and you owe ODO damages equal to that class DP. The ₱1,500 stays. You never receive the buyer's number, name, or Telegram.
- **Buyer:** ID-verified. Valid ID at Tandoc. Viewing is free. Inspect at the hosted viewing. Optional test drive ₱500. Sign the DoS when you pay DP — that deed is the HPG requirement. After ODO calls (HPG clearance and papers on file), pay the remaining price in 3 to 5 days or the DP is forfeited to ODO. If the seller cannot provide clearance in 1 to 2 days, your DP is refunded. If a seller comes to your address or asks you to pay off-app, do not pay — call 0936 411 5239. You never receive the seller's number, username, or Telegram. Accept the unit and papers as-is.
- **ODO:** Host the viewing. Collect only published fees. Approve a booked viewing only after pay + admit a day before. Keep signed admission / retrieval. Collect the seller ₱1,500 DoS facilitation fee at DP. Call the buyer for full pay only after HPG clearance is on file. If the seller cannot provide clearance after DoS: refund buyer DP, collect seller damages equal to the class DP, keep the ₱1,500. Forfeit DP if the buyer does not pay after clearance is provided. Pay the seller the same day as full payment (net), before docs. Refer LTO after purchase — do not handle it. Keep both sides anonymous. The same process runs in the app and at the Tandoc desk. Telegram is backup only if the app breaks, and only until the system goes back — values only, two threads, never a group. When they Agree, stamp  price on the ODO deal.
- **Helium Tandoc:** Garage for units on the lot. Insurance is the vehicle only — not valuables left inside.
- **PNP-HPG:** NAC (No Alarm, optional listing shield). Motor Vehicle Clearance for transfer — after DoS, before ODO calls the buyer for full pay. Issue, records, and errors stay with HPG.

- **LTO:** Transfer of ownership after purchase. Government process. ODO does not handle it; may refer who does.

I will inspect at the one ODO-mediated viewing. Due diligence is mine. I will not contact the seller privately. Facilitation DP is deducted from price. It is not at risk of seller HPG failure — refunded if they cannot provide clearance in 1 to 2 days. I lose it only if I do not pursue full payment after clearance is on file. If a seller comes to your address after DoS, or asks you to pay outside Tandoc, do not pay. Call 0936 411 5239. That is sideline. ODO still refunds your facilitation DP. Report it at the office or support@ownerdirect.online. As part of our trust layer: No HPG clearance, no full payment. DP is refunded to the buyer. HPG Motor Vehicle Clearance (the transfer paper — not the listing NAC) requires a closed notarized DoS. The buyer signs that DoS when they pay facilitation DP. The seller signs the same deed (buyer name filled) and pays the ₱1,500 DoS facilitation fee. The seller must provide HPG clearance within 1 to 2 days of that DP. If the seller cannot provide it, ODO does not call for full payment, the DP is refunded to the buyer, and the seller pays damages equal to that class DP. The DoS facilitation fee stays. When clearance and the other papers are on file, ODO calls the buyer for full payment. The buyer then pays the remaining selling price in full, in person at the Tandoc office, within 3 to 5 days of that call. If the buyer does not pursue that payment after those documents including HPG clearance are provided, the DP is forfeited in favor of ODO. At close I accept the unit and the complete papers and take everything in order.

RELEASE — ODO / HELIUM MARKETING CORPORATION

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

PRINTED NAME

DATE

SIGNATURE

GOVERNMENT ID TYPE / LAST 4

LISTING / DEAL REF (ODO-V-...)





Owner Direct

ODO-V-03

SIGN: UNIT ON THE LOT (STEP 3)

ODO · OWNERDIRECT.ONLINE · SELLER · ODO

Site admission — 2-week free / weekly parking

Checklist and terms to admit a unit onto the Helium Tandoc lot. 10 four-wheels and 20 motorcycles park 2 weeks free. Stay: ₱1,000/week 4 wheels · ₱500/week motorcycle. Paying customers have priority. Signed release: ODO does not own, insure, or warrant the unit. Garage cover is the vehicle only.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

Admission of a unit onto the Helium Tandoc lot. 10 four-wheels and 20 motorcycles park 2 weeks free. Stay: ₱1,000/week 4 wheels · ₱500/week motorcycle. Paying customers have priority. Retrieval voids remaining days with no refund. Staff time to admit is why this signed form is required.

CHECKLIST

- ☐ Original copies presented: OR, CR, and valid ID. Cross-checked against the listing, matching card, and OCR (if run) before parking or viewing
- ☐ Seller (or authorized person) government ID matches the listing owner / SPA
- ☐ OR / CR present. Plate, engine, and chassis match the CR
- ☐ Condition noted: mileage, dents, lights, spare, fuel level (photos if taken)
- ☐ Valuables removed. Garage cover is the vehicle only — not phones, cash, or bags
- ☐ Keys / spare keys counted and recorded (left with ODO or taken by seller)
- ☐ Papers left with ODO or taken — listed on this form
- ☐ Complimentary 2-week slot (10 four-wheels / 20 motorcycles) or paying weekly noted. Paying customers have priority
- ☐ Admission is at least one calendar day before any booked viewing date
- ☐ Seller signed the admission terms. ODO staff signed

TERMS (SIGN BELOW)

- 10 four-wheels and 20 motorcycles park 2 weeks free at Helium Tandoc. Stay: ₱1,000/week 4 wheels · ₱500/week motorcycle. Paying customers have priority. Not a NAC fee. Not a buyer ticket.
- A booked viewing is approved only if admission is done at least one calendar day before the viewing date.
- Admission and retrieval are office operations. Seller is accountable for papers and valuables. ODO staff is accountable for the signed record. Helium Tandoc is the garage.
- Original copies of the OR, CR, and valid ID must be presented and cross-checked before the unit is admitted for parking or viewing. Scans and OCR are a first pass only.



- The slot is live only while the unit stays on the lot. Helium Tandoc is the garage. Cover is the vehicle only.
- If you retrieve the unit before DP, the slot is revoked immediately. Unused days are not refunded. Change of mind is enough only before DP.
- After a facilitation DP is on file, you cannot retrieve unless you pay the damages (the published class facilitation DP) to ODO. Change of mind is not enough.
- To park again you complete a new admission. Complimentary slots are limited; paying weekly has priority.
- Encumbered, rebuilt, surplus, or CR-mismatch units cannot be admitted. As-is. No warranty.
- I remove valuables before the unit stays. Helium Tandoc covers the vehicle only. I will not claim against ODO / HMC for items left inside, or for lot loss except Helium Tandoc's garage duty and insurance.
- ODO does not own the unit, does not insure it, and does not warrant papers. Cross-check is a record, not a title or authenticity certificate.

DATE / TIME

PLACE (TANDOC / HELIUM FUELS)

UNIT (MAKE / MODEL / YEAR / PLATE)

LISTING REF

SLOT (2 WEEKS FREE OR PAYING WEEKLY)

OFFICE RECEIPT / CASH REF

MILEAGE / FUEL

KEYS COUNTED

Condition / exceptions:

RELEASE — ODO / HELIUM MARKETING CORPORATION



I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc

lot except as Helium Tandoc’s garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO’s work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO’s own fraud, willful misconduct, or death or personal injury caused by ODO’s negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

ODO-V-03 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-04

SIGN: BEFORE DP — SELLER TAKES THE UNIT BACK

ODO · OWNERDIRECT.ONLINE · SELLER · ODO

Before DP retrieval — slot revoked · ODO released

Seller takes the unit back before facilitation DP. Parking slot is void. Unused days not refunded. Signed release: ODO is no longer accountable for that unit on the lot. After DP, do not use this sheet unless class-DP damages are paid.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

This is the **before-DP retrieve**. The seller takes the unit back. The current parking slot is revoked immediately. Unused complimentary or weekly days are not refunded. Viewing locks until a new admission. From this signature ODO is released from accountability for this unit on the lot.

After a facilitation DP is on file, stop. Change of mind is not enough. Pay class-DP damages first (ODO-INT-05). Do not use this sheet to walk a unit after DP without that stamp.

CHECKLIST

- ☐ No facilitation DP on this listing — this sheet is the before-DP retrieve
- ☐ Retriever government ID matches the listing owner / SPA / recorded authorized person
- ☐ Condition compared to the admission note. Exceptions written below
- ☐ Keys and papers returned as recorded at admission
- ☐ Valuables claim: none, or listed. Garage cover is the vehicle only
- ☐ Current parking slot revoked on retrieval. Unused complimentary or weekly days are not refunded
- ☐ Seller told: another admission needs a free slot or paying weekly — paying customers have priority
- ☐ Viewing locked until the unit is re-admitted
- ☐ Seller releases ODO / HMC from accountability for this unit from this signature
- ☐ Seller signed the retrieval terms. ODO staff signed

TERMS (SIGN BELOW)

- This form is the before-DP retrieve. Change of mind is enough. After DP, do not use this sheet — pay class-DP damages first (ODO-INT-05). Then a retrieve may be stamped.
- Retrieval voids the current parking slot immediately. Viewing on this listing locks until a new admission.
- Unused complimentary or weekly days are not refunded.
- A later admission is a new slot. Complimentary caps apply. Paying customers have priority.
- You accept the unit and the papers in the condition recorded. Exceptions must be written on this form before you leave.



- Garage insurance does not cover valuables left inside. You checked the cabin.
- Staff time to retrieve is part of site operations. This signed form is the record.
- From this signature ODO / HMC is released from accountability for this unit on the lot. Same exclusions as /terms §5.

DATE / TIME OUT

PLACE (TANDOC / HELIUM FUELS)

UNIT (MAKE / MODEL / YEAR / PLATE)

LISTING REF

NO FACILITATION DP ON FILE ☐

IF DP WAS ON FILE — INT-05 DAMAGES PAID ☐ (DO NOT SKIP)

MILEAGE / FUEL / KEYS COUNTED

PAPERS RETURNED AS RECORDED

Condition / exceptions (write none if none):

RELEASE — ODO / HELIUM MARKETING CORPORATION

I retrieve this unit before any facilitation DP is on file. The current parking slot is revoked immediately. Unused complimentary or weekly days are not refunded. Viewing on this listing locks until a new admission. I take the unit, keys, and papers as recorded. From this signature I release ODO / Helium Marketing Corporation from any accountability for this unit on the Tandoc lot — condition, loss, damage, valuables left inside, papers, or later claims about the time it was parked. Helium Tandoc garage duty ends when the unit leaves. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under RA 7394 that cannot be waived remain. Same exclusions as /terms §5.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot



be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and [/terms](https://ownerdirect.online/terms) §5. I sign of my own will. I am 18 or older.

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

ODO-V-04 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-05

SIGN: AT THE VIEWING (STEP 4)

ODO · OWNERDIRECT.ONLINE · BUYER · ODO

Viewing acknowledgment

Book a 30-min slot. Mon–Fri 8:30am–4:30pm. Break 12:00–1:00. No Sat/Sun. Holidays booked. Viewing is free. Valid ID. ODO hosted. No owner number.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

ODO provided the avenue for the buyer to see the unit. ODO hosts at Tandoc — not a private meet, not a test drive off-site without ODO, not a contact exchange. Hours are Monday–Friday 8:30am–4:30pm. Booked 30-minute slots. Break 12:00–1:00. No Saturday or Sunday. Holidays booked. Buyer may view more than one unit. Seller need not attend. Viewing is free. If the buyer takes a hosted test drive, use the separate test-drive handoff form — IDs and ₱500 — not this page. Units are as-is. Owner contact is not exchanged. This viewing is access to inspect — not a condition, title, or HPG warranty.

RELEASE — ODO / HELIUM MARKETING CORPORATION

I inspected or had the chance to inspect. Diligence is mine. I will not claim ODO failed to warn me of defects I could have seen at this viewing.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms \$5.

☐ I have read this release and /terms \$5. I sign of my own will. I am 18 or older.

DATE / TIME

PLACE (E.G. TANDOC / HELIUM FUELS)

UNIT (MAKE / MODEL / YEAR)

PLATE (OPTIONAL)



ODO STAFF PRESENT

DEAL REF

GOVERNMENT ID TYPE / LAST 4

OFFICE REGISTERED (YES / TIME)

Buyer: I inspected the unit and the papers shown. Remaining questions:

BUYER NAME / SIGNATURE

SELLER NAME / SIGNATURE

ODO-V-05 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-06

SIGN: IF THEY DRIVE (STEP 4)

ODO · OWNERDIRECT.ONLINE · BUYER · ODO

Test-drive handoff

Office accountability: buyer and mechanic IDs, ₱500 paid at the desk, unit out and back. Buyer drives at own risk. Not a viewing fee. Deducted from facilitation if they proceed.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

This is the **hosted test-drive handoff** — office accountability, not the free viewing. The unit leaves the display only after IDs are logged and ₱ 500 is received at the Tandoc desk. ODO hosts. The seller need not attend. The owner's number is not exchanged. Units stay as-is. This ₱ 500 is **not** the seller's viewing unlock and **not** a buyer viewing ticket.

If the buyer proceeds on this unit, ₱ 500 is deducted from facilitation DP. If they do not, it is non-refundable. Hours: Monday–Friday 8:30am–4:30pm. No Saturday or Sunday.

UNIT

DATE

DEAL REF (ODO-V-...)

MAKE / MODEL / YEAR

PLATE / COLOR

ODOMETER OUT

ODOMETER BACK

KEYS / SPARE OUT ☐

KEYS / SPARE BACK ☐

BUYER — GOVERNMENT ID REQUIRED

BUYER PRINTED NAME

ID TYPE (LICENSE / PASSPORT / UMID)

ID NUMBER / LAST 4

BUYER PRESENT ☐



MECHANIC — ID REQUIRED IF PRESENT

MECHANIC WITH BUYER? (YES / NO)

MECHANIC PRINTED NAME

MECHANIC ID TYPE

MECHANIC ID NUMBER / LAST 4

₱ 500 OFFICE PAYMENT

₱ 500 RECEIVED AT DESK ☐

CASH / RECEIPT REF

ODO STAFF WHO COLLECTED

TIME PAID

UNIT OUT / BACK (ODO HOST)

ODO HOST NAME

ROUTE / AREA (TANDOC ONLY — NO OFF-SITE)

UNIT OUT — TIME

UNIT BACK — TIME

CONDITION OUT (NOTES)

CONDITION BACK (NOTES)

- ☐ Buyer ID checked against the person present
- ☐ Mechanic ID checked (or no mechanic)
- ☐ ₱ 500 received — office cash, not PayMongo, not seller viewing unlock
- ☐ Unit stayed with ODO host — not a private meet, not seller contact
- ☐ Buyer accepts the unit as-is; this drive is not a warranty
- ☐ If they proceed, ₱ 500 is credited into facilitation DP on this unit
- ☐ Buyer holds a valid license for this class and drives at own risk
- ☐ Buyer is responsible for damage, violations, and fuel while the unit is out



I drive at my own risk. I hold a valid license for this class. I accept the unit as-is for this hosted loop. I am responsible for traffic violations, fuel used, and damage I or my mechanic cause while the unit is out. Mechanic present is my guest. ODO hosts the route at Tandoc only — not a private take-home, not a seller meet. ₱500 is not a viewing fee and not insurance. This drive is not a warranty. I will not claim against ODO / HMC for condition, breakdown, or accident except ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and [/terms](https://ownerdirect.online/terms) §5. I sign of my own will. I am 18 or older.

Exceptions / damage / late return:

BUYER NAME / SIGNATURE

MECHANIC NAME / SIGNATURE (IF PRESENT)

ODO HOST NAME / SIGNATURE

OFFICE COPY FILED ☐

Sample / evidence pack. Fill at Tandoc. Admin stamps the deal when ₱ 500 and IDs are recorded. Viewing itself stays free — do not use this form for a look-only visit.

ODO-V-06 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-07

SIGN: DP AT THE DESK (STEP 6)

ODO · OWNERDIRECT.ONLINE · BUYER · ODO

Facilitation / down payment receipt

Facilitation DP, deducted from selling price. Buyer signs the DoS at this payment. Seller pays ₱1,500 for DoS / notary. Remaining pay when papers are ready. Refunded if the seller cannot complete them. Signed release: ODO is facilitator, not escrow.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

This is ODO's **facilitation down payment**. It is non-refundable. It is deducted from the agreed selling price — not added on top. It is not the purchase balance and not a government HPG/LTO fee. As part of our trust layer: No HPG clearance, no full payment. DP is refunded to the buyer. HPG Motor Vehicle Clearance (the transfer paper — not the listing NAC) requires a closed notarized DoS. The buyer signs that DoS when they pay facilitation DP. The seller signs the same deed (buyer name filled) and pays the ₱1,500 DoS facilitation fee. The seller must provide HPG clearance within 1 to 2 days of that DP. If the seller cannot provide it, ODO does not call for full payment, the DP is refunded to the buyer, and the seller pays damages equal to that class DP. The DoS facilitation fee stays. When clearance and the other papers are on file, ODO calls the buyer for full payment. The buyer then pays the remaining selling price in full, in person at the Tandoc office, within 3 to 5 days of that call. If the buyer does not pursue that payment after those documents including HPG clearance are provided, the DP is forfeited in favor of ODO.

Class	Facilitation DP
Motorcycle · Tricycle	₱ 5,000
Car	₱ 15,000
SUV · Pickup	₱ 20,000
Commercial · Luxury	₱ 30,000

CLASS ON THIS DEAL

AMOUNT PAID (₱)

OFFICE RECEIPT / CASH REF

DATE PAID



AGREED PRICE (ODO OFFER)

NET TO SELLER (PRICE – DP)

BUYER NAME

DEAL REF

TEST-DRIVE ₱500 ALREADY PAID ON THIS UNIT (YES / RECEIPT)

DP DUE AFTER TEST-DRIVE CREDIT (₱)**RELEASE — ODO / HELIUM MARKETING CORPORATION**

This ₱ is facilitation, deducted from price — not escrow, not a government fee, not a title warranty. If the seller cannot produce HPG after DoS, this DP is refunded to the buyer and the seller pays ODO damages equal to that class DP. ODO stamps the deal. ODO does not hold the remaining purchase price.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

BUYER NAME / SIGNATURE / ID LAST 4**SELLER NAME / SIGNATURE (DOS SAME VISIT)****ODO STAFF NAME / SIGNATURE****SELLER ₱1,500 DOS / NOTARY RECEIVED ☐**



Owner Direct

ODO-V-08

SIGN: SAME TIME AS DP (STEP 6)

ODO · OWNERDIRECT.ONLINE · SELLER · BUYER · NOTARY

Deed of Absolute Sale (sample)

Closed form — buyer name filled. Seller cannot terminate after this deed. Unit and papers authentic; no misrepresentation. ODO / HMC is not owner, not a party as seller, not escrow. Sample only; notary completes the legal instrument.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

DEED OF ABSOLUTE SALE (motor vehicle) — sample

KNOW ALL MEN BY THESE PRESENTS: This Deed of Absolute Sale is executed in the Philippines between the SELLER and the BUYER named below, for the motor vehicle described herein.

SELLER (COMPLETE NAME)

SELLER GOVERNMENT ID

BUYER (COMPLETE NAME — MUST BE FILLED)

BUYER GOVERNMENT ID

MAKE / SERIES

YEAR / COLOR

ENGINE NO.

CHASSIS NO.

PLATE / MV FILE

CR / OR NUMBERS

AGREED PRICE (₱)

PLACE OF EXECUTION

DATE



The SELLER warrants ownership and the right to sell. Upon signing the closed DoS (and in these Terms), the seller cannot terminate the deal because they changed their mind. The seller is bound that the unit and the papers are authentic and that no misrepresentation was made. Seller negligence, misrepresentation, or a false paper: ODO refunds the buyer facilitation DP, and the seller owes ODO damages equal to that same published facilitation DP for the class (motorcycle · tricycle ₱5,000 · car ₱15,000 · SUV · pickup ₱20,000 · commercial · luxury ₱30,000). The ₱1,500 DoS facilitation fee stays. After DP the unit stays on the lot unless the seller pays those damages. This is not a percent of price. The BUYER acknowledges inspection at an ODO-mediated viewing and takes the unit as-is. ODO / Helium Marketing Corporation is not a party to this sale as owner or seller, does not hold the unit, does not hold the purchase price as escrow, and does not warrant papers, condition, HPG, or LTO.

RELEASE — ODO / HELIUM MARKETING CORPORATION

Buyer and seller each release ODO / HMC from claims arising from this sale except ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

Facilitation already paid to ODO (₱ _____) is deducted from the price. Remaining balance of ₱ _____ is payable in full within 3 to 5 days of ODO's call after HPG Motor Vehicle Clearance is on file. If the buyer does not complete that payment in time, the DP is forfeited in favor of ODO. Upon that full payment the seller is paid the same day (net) and receives a receipt copy of the full agreed amount.

SELLER SIGNATURE

BUYER SIGNATURE

NOTARY PUBLIC (SEAL / PTR / ROLL)

Closed deed only — do not leave the buyer name blank. Have this notarized. This sample is not legal advice.





Papers checklist (HPG transfer)

What to bring for the government transfer paper. If the seller cannot produce HPG after DoS, buyer DP is refunded and the seller pays class-DP damages.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

As part of our trust layer: no HPG clearance, no full payment — DP is refunded. PNP-HPG Motor Vehicle Clearance — customer checklist (from ODO ops notes). Required for transfer of ownership. Distinct from the listing NAC (No Alarm) shield.

☐ Document	Copies	Notes
☐ Certificate of Registration (CR)	1 orig + 2 pcs	Current, not expired
☐ Official Receipt (OR)	1 orig + 2 pcs	Current year
☐ Notarized Deed of Absolute Sale	1 orig + 2 pcs	Buyer signs at DP. Seller signs. Buyer name filled. This deed is the HPG requirement.
☐ Valid government IDs (buyer & seller)	2 pcs each	LTO, passport, UMID, driver's license, etc.
☐ CTPL insurance in buyer's name	1 pc	Valid for current year
☐ TIN (buyer & seller)	1 pc each	For mortgaged / corporate units
☐ Authorization letter + representative's ID	1 set	If owner cannot appear
☐ Special Power of Attorney (SPA)	1 orig + 1 pc	If representative is not immediate family
☐ Secretary's Certificate / Board Resolution	1 pc	Corporate-owned vehicles
☐ Chattel mortgage cancellation	1 orig + 1 pc	From Registry of Deeds if mortgaged
☐ PNP-HPG application form	1 pc	On-site or HPGIMS

- Vehicle must be physically present for macro-etching (stencil) of engine and chassis numbers.
- Government HPG clearance fee is typically ₱300–₱500 via LandBank / Link.BizPortal — this is not ODO parking.



- Database verification (NCIS) commonly 3–5 working days. Validity after release is short (often 7 days) — finish LTO transfer inside that window.
- As part of our trust layer: no HPG clearance, no full payment — buyer DP is refunded. NAC (HPG No Alarm) on the ODO listing is an optional trust signal — one part of that layer, not the whole layer. Buyer may require NAC before DP. HPG Motor Vehicle Clearance for transfer is a later government step. Its requirement is the signed DoS — the buyer signs that DoS when they pay DP. Seller pays ₱1,500 for DoS preparation with notary. Seller must provide clearance within 1 to 2 days of DP. If they cannot (fake papers, go-direct, or walk-away), DP is refunded and the seller pays damages equal to the class DP. When clearance is on file, ODO calls the buyer for full payment. Buyer walk-away after that → DP forfeited.

HPG OFFICE

CLAIM DATE / VALIDITY

ODO-V-09 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-10

SIGN: FULL PAY — UNIT OUT (STEP 8)

ODO · OWNERDIRECT.ONLINE · BUYER · SELLER · ODO

Full payment retrieve — receipt + ODO released

Buyer pays the remaining balance. Seller is paid the same day (net). This payment is the retrieve: unit leaves the lot, parking slot ends, ODO is released from accountability. Sign ODO-V-11 the same visit.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

Upon the buyer's **full payment** of the remaining balance, the seller is paid the same day. Net to seller = agreed price minus facilitation already collected as DP. This is a receipt copy of the **full agreed amount**. ODO keeps a copy. Not an escrow statement.

This payment is also the **retrieve**. The unit leaves the Tandoc lot. The parking slot is revoked. Unused days are not refunded. Docs and keys go out only after this stamp. Sign ODO-V-11 the same visit. From these signatures ODO is released from accountability for this unit.

DEAL REF (ODO-V-...)

DATE OF FULL PAYMENT / RETRIEVE

BUYER NAME

SELLER NAME

AGREED PRICE — FULL AMOUNT (P)

FACILITATION ALREADY DEDUCTED (P)

NET PAID TO SELLER (P)

OFFICE RECEIPT / CASH REF

ODO STAFF

SELLER RECEIVED RECEIPT COPY ☐

UNIT RETRIEVED FROM LOT THIS VISIT ☐

PARKING SLOT REVOKED ☐



- ☐ Remaining balance received at Tandoc — not online, not a personal account
- ☐ Seller paid the same day (net) before docs leave

- ☐ ODO-V-11 signed this visit — unit, papers, keys out

RELEASE — ODO / HELIUM MARKETING CORPORATION

This full payment is the retrieve. The unit leaves the Tandoc lot. The parking slot is revoked. Unused days are not refunded. Seller is paid the same day (net). Buyer takes the unit, papers, and keys as-is. From this signature, buyer and seller release ODO / Helium Marketing Corporation from any accountability for this unit — condition, hidden defects, papers authenticity, HPG, LTO, lot storage, or later claims. ODO's work on this unit ends at retrieve. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under RA 7394 that cannot be waived remain. Same exclusions as /terms §5.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

BUYER NAME / SIGNATURE / ID LAST 4

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

TIME UNIT LEFT THE LOT

Sample only. Attach the office receipt. Seller copy + ODO copy. Paid in person at Tandoc.

ODO-V-10 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO-V-11

SIGN: KEYS AND PAPERS OUT (STEP 8)

ODO · OWNERDIRECT.ONLINE · BUYER · SELLER · ODO

Handover retrieve — unit out · ODO released

Buyer takes the unit, papers, and keys off the lot after full pay. Parking slot revoked. Signed release: ODO is no longer accountable for the unit. Docs out only after seller is paid the same day.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

The buyer accepts the unit, the complete papers, and the keys and takes everything in order. This is the **retrieve at full pay** — the unit leaves the Tandoc lot. The parking slot is revoked. Not a mechanical warranty and not an HPG/LTO guarantee. ODO is released from accountability for this unit from this signature.

DATE / TIME

PLACE

UNIT (MAKE / MODEL / YEAR / PLATE)

DEAL REF

BUYER CONFIRMS RECEIVED

- ☐ The vehicle, as inspected at the ODO-mediated viewing — as-is, no warranty
- ☐ Complete papers as arranged (OR / CR / closed DoS / IDs as applicable)
- ☐ Keys / spare counted and received (write number below)
- ☐ No valuables claimed left in the unit
- ☐ Seller already paid the same day (net) — docs not released before that stamp
- ☐ Parking slot revoked — unit retrieved from the lot
- ☐ I will not claim against ODO / HMC for condition, missing items, or papers after I sign

Keys counted (unit / spare / others):



Papers released (list):

Exceptions / missing items:

RELEASE — ODO / HELIUM MARKETING CORPORATION

I take the unit, the complete papers, and the keys in order, as-is, with no warranty from ODO. I confirm I received what is checked on this form. After I sign, I will not claim against ODO / HMC for missing items, condition, hidden defects, or papers authenticity — those stay with seller and buyer. Docs are released only after the seller is paid the same day (net). LTO transfer is not ODO's work. I will not take keys without OR/CR and the closed DoS. This full payment is the retrieve. The unit leaves the Tandoc lot. The parking slot is revoked. Unused days are not refunded. Seller is paid the same day (net). Buyer takes the unit, papers, and keys as-is. From this signature, buyer and seller release ODO / Helium Marketing Corporation from any accountability for this unit — condition, hidden defects, papers authenticity, HPG, LTO, lot storage, or later claims. ODO's work on this unit ends at retrieve. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under RA 7394 that cannot be waived remain. Same exclusions as /terms §5.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms §5.

☐ I have read this release and /terms §5. I sign of my own will. I am 18 or older.

BUYER NAME / SIGNATURE / ID LAST 4

SELLER NAME / SIGNATURE

ODO STAFF NAME / SIGNATURE

TIME UNIT / PAPERS / KEYS LEFT THE LOT





Owner Direct

ODO-V-12

SIGN: AFTER PURCHASE — REFERRAL ONLY

ODO · OWNERDIRECT.ONLINE · BUYER

LTO transfer checklist

Papers for transfer of ownership after purchase. ODO does not handle LTO; we can refer who does.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

LTO transfer of ownership — working checklist. District offices may add local papers. ODO does not handle LTO; after purchase we can refer who does. LTO remains the authority.

☐ Item	Notes
☐ HPG Motor Vehicle Clearance	Within validity window. Separate from the listing NAC shield.
☐ OR / CR in seller's name	Originals. Must match the seller or a valid SPA.
☐ Notarized Deed of Absolute Sale	Buyer name filled. Photocopies as the district office requires.
☐ Valid IDs of buyer and seller	Plus SPA / board papers if a representative or corporation.
☐ CTPL in buyer's name	Required to register in the buyer's name.
☐ Stencil / etching result	From the HPG appearance.
☐ LTO forms (MVIR / transfer)	Issued or filled at the LTO district office. Requirements vary by office.
☐ LTO transfer fees	Paid to LTO — not to ODO. ODO does not handle the transfer; after purchase we can refer who does.

- ODO does not handle LTO assistance. After your purchase, we can refer you to someone who does.
- ODO does not control LTO queues or promise a release date.
- Papers stay the seller's until ODO confirms the close path; authenticity stays the seller's duty.
- A referral is not a government filing in ODO's name. Government LTO / HPG fees stay with those offices.

LTO DISTRICT

FILE / CLAIM DATE





Owner Direct

ODO · OWNERDIRECT.ONLINE · ADMIN

Matching card — LIST / DO NOT LIST

Internal. Staff stamps that OR/CR matches the valid ID (or owner + SPA). Encumbered, rebuilt, surplus, or mismatch → DO NOT LIST. OCR is a first pass only.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

Internal stamp before the listing goes public. OCR is a first pass only. Authenticity stays the seller's.

LISTING REF	DATE
SELLER PRINTED NAME	AUTHORITY (OWNER / SPA)
ID TYPE / LAST 4	NAME ON OR/CR
PLATE / ENGINE / CHASSIS	MAKE / MODEL / YEAR
FLOOR (PRIVATE)	CEILING (PRIVATE)
ODO OFFER INSIDE BAND (P)	

- ☐ Docs complete: valid ID · OR/CR · name on OR/CR · SPA if SPA
- ☐ OR/CR matches this ID (or owner + SPA holder)
- ☐ Not encumbered / rebuilt / surplus / CR mismatch
- ☐ OCR run (optional) — mismatches written below



Deviations / OCR flags:

Stamp

- ☐ LIST — then set offered price and publish
- ☐ DO NOT LIST — seller informed; unit stays off the public door

ADMIN NAME / SIGNATURE

TIME STAMPED

ODO-INT-01 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO · OWNERDIRECT.ONLINE · ADMIN

ODO-INT-02

SIGN: BEFORE POKE / LIST

ID verification stamp

Internal. Approve or reject government ID before poke, list, or price tap. The other side never sees this file.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

Internal. Government ID before poke, list, or price tap. The other side never sees this file or this sheet.

PERSON PRINTED NAME

ROLE (BUYER / SELLER)

ID TYPE (LICENSE / PASSPORT / UMID)

ID NUMBER / LAST 4

DRIVE LINK OR ODO FILE PATH

ACCOUNT EMAIL (OFFICE ONLY)

- ☐ Face / name readable
- ☐ 18 or older
- ☐ Same person at the desk if they are here

Stamp

- ☐ id_verified — approve
- ☐ Reject — reason below

Reject / notes:



ADMIN NAME / SIGNATURE

TIME STAMPED





Viewing slot — office register

Internal. Booked 30-min slot. Unit admitted at least one day before. Buyer ID at the desk. Viewing is free.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

Internal register for a booked 30-minute viewing. Unit must be admitted at least one calendar day before this date. Viewing is free. NAC is optional.

DEAL / LISTING REF	SLOT DATE / TIME
UNIT (MAKE / MODEL / YEAR / PLATE)	
BUYER PRINTED NAME	BUYER ID TYPE / LAST 4
MECHANIC WITH BUYER? (YES / NO)	ADMITTED ≥ 1 DAY BEFORE ☐
OFFICE REGISTERED TIME	
☐ Mon–Fri 8:30am–4:30pm · 30 min · break 12:00–1:00 · no Sat/Sun ☐ Viewing is free — no host fee ☐ Owner number not exchanged ☐ Stamp view_scheduled, then viewed after the session	
BUYER SIGNATURE (ARRIVED)	ODO STAFF SIGNATURE
	



Desk price tap — values only

Internal. Same process as the app when they are at the desk (or Telegram backup if the app is down). 3 amount-only taps. Never a group. Never names.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

Internal. Same process as the app: after this buyer’s physical viewing, 3 amount-only taps. Seller Agree or Not. Third Not blocks. Buyer and seller stay anonymous to each other. Names, usernames, handles, phone numbers, photos of chat, and “message this person” are never passed. Seller sees interest count and peso amounts only. Buyer sees the public unit and peso amounts only. ODO is the only party who sees both.

The same process is carried in the app and at the Tandoc site. Viewing first. 3 amount-only taps. Seller Agree or Not. Third Not blocks. Both sides see only the negotiation value. When they Agree, that price is stamped on the ODO deal. Facilitation DP at the Tandoc desk. Telegram is a backup only if the app breaks, and only until the system goes back — not a second path when the app works, and not instead of the desk when they are at the site. ODO does not collect the user’s Telegram on intake. Users reach ODO first: call 0936 411 5239, come to Tandoc, or message official ODO Telegram 0917 107 4906. Staff then opens one thread with the buyer and one with the seller. Never a group. Never names, handles, phones, or free text. Floor stays private. Below-floor: inform the seller; they may still Agree. When the system goes back, use the app or the desk again. Stop Telegram. No owner number. No pay off-app. No sideline.

DEAL / LISTING REF	LISTED SELLING PRICE (₱)

UNIT TITLE (PUBLIC)

OFFER 1 ₱ · AGREE / NOT	OFFER 2 ₱ · AGREE / NOT

OFFER 3 ₱ · AGREE / NOT	STAMPED AGREED ₱ (IF AGREE)

BLOCKED AFTER THIRD NOT ☐



- ☐ Values only — no names, handles, phones, or free text

- ☐ Two threads if Telegram backup — never a group
- ☐ Floor stays private. Below-floor: inform seller; they may still Agree
- ☐ Next offer after Agree is facilitation DP at the desk

ODO STAFF NAME / SIGNATURE

TIME STAMPED ON THE DEAL

ODO-INT-04 · Terms version 2026-09-07 · ownerdirect.online/terms





Seller damages — no HPG after DoS

Internal. Fake papers, go-direct, or walk-away — same money. Refund buyer DP. Collect damages equal to the class DP. ₱1,500 stays.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms §5.

After the closed DoS, if the seller cannot produce HPG Motor Vehicle Clearance within 1 to 2 days, ODO treats that as: papers are fake, or the seller goes direct to the buyer (the DoS has the buyer name / address), or the seller simply does not want to continue. Those three are the same for money. ODO refunds the buyer facilitation DP. The seller owes ODO damages equal to that same published facilitation DP for the class (motorcycle · tricycle ₱5,000 · car ₱15,000 · SUV · pickup ₱20,000 · commercial · luxury ₱30,000). That is liquidated damages — not a percent of price and not an inconvenience fee. The ₱1,500 DoS facilitation fee stays. The unit stays at Tandoc until those damages are paid and the buyer is refunded, or until full pay and handover. ODO does not need to prove which of the three it is before charging damages.

DEAL REF

CLASS (MOTO / CAR / SUV / COMMERCIAL)

BUYER DP PAID (₱)

SELLER DAMAGES DUE = SAME ₱

BUYER REFUND RECEIPT / CASH REF

SELLER DAMAGES RECEIPT / CASH REF

₱1,500 DOS FEE ALREADY ON FILE ☐UNIT STAYS ON LOT UNTIL DAMAGES PAID ☐

REASON (SAME MONEY — TICK ONE FOR THE FILE)

- ☐ Papers fake / cannot clear HPG
- ☐ Go-direct (DoS has buyer name / address)
- ☐ Seller does not want to continue



Office notes (referral if fake papers or proven go-direct):

-
- ☐ Stamp seller_no_clearance + dp_refunded + seller_damages_paid

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

ODO-INT-05 · Terms version 2026-09-07 · ownerdirect.online/terms





Owner Direct

ODO · OWNERDIRECT.ONLINE · ADMIN

Admin desk run sheet

Internal. Solo officer stamps. Simulation and live. Do not give either side a name or number.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

Internal run sheet. Solo officer. Tandoc only. Simulation or live.

1. ☐ ID — open Drive / photo. Stamp id_verified. Say: ID first.
2. ☐ Matching card — OR/CR vs ID. Encumbered / rebuilt / surplus → DO NOT LIST. Set offer inside band. Publish.
3. ☐ Admit — originals on ODO-V-03. ≥ 1 day before the slot. Complimentary 2 weeks or paying weekly.
4. ☐ Seller retrieve before DP — ODO-V-04. Slot void. ODO released.
5. ☐ Confirm 30-min slot. Stamp view_scheduled.
6. ☐ Host the view. Optional test drive: ODO-V-06 + ₱500. Stamp viewed.
7. ☐ After Agree: take facilitation cash. One DP only. ODO-V-07. Stamp dp_paid.
8. ☐ Closed DoS — buyer name filled. Seller ₱1,500. ODO-V-08. Stamp dos_signed.
9. ☐ HPG in 1–2 days. If none: ODO-INT-05 — refund buyer DP + collect class-DP damages.
10. ☐ Clearance on file → call buyer. Stamp balance_due. 3 to 5 days.
11. ☐ Take balance. Pay seller same day (net). ODO-V-10 retrieve + ODO-V-11. Slot void. ODO released. Docs after seller is paid.
12. ☐ LTO referral only. Do not file.

Admin does not

Take a second DP. Collect a viewing fee. File at LTO. Give either side a name, number, username, or Telegram. Put both in one group. Call before HPG. Release docs before seller is paid.

SIMULATION DATE / LIVE DEAL REF

OFFICER NAME / SIGNATURE





Seller desk sheet

Internal / seller walk-through. What they do, pay, and wait for. No buyer contact.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

Walk-through for the seller. They never receive the buyer's number, name, or Telegram.

1. ☐ Sign up as Seller. Valid ID. Wait for id_verified.
2. ☐ List free: floor + ceiling, OR/CR, name on OR/CR, photos. Wait for matching card + publish.
3. ☐ See poke count only — no buyer names.
4. ☐ Drop the unit. Sign ODO-V-03. Remove valuables. 2 weeks free (10 / 20) then weekly.
5. ☐ Retrieve before DP: ODO-V-04. Slot void. Unused days not refunded. ODO released.
6. ☐ Need not attend the view. After view: Agree or Not (3 taps).
7. ☐ At DP: sign closed DoS. Pay ₱1,500 notary. Then HPG trip in 1–2 days.
8. ☐ If no HPG: deal fails on you. Buyer DP refunded. You pay damages = that class DP. ₱1,500 stays.
9. ☐ Paid the same day as full pay, net = price – facilitation, before docs go out. ODO-V-10 + ODO-V-11 retrieve — ODO released.

RELEASE — ODO / HELIUM MARKETING CORPORATION

I am the seller on this simulation or live unit. I accept /terms and the damages lock if I cannot produce HPG after DoS.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms \$5.

☐ I have read this release and /terms \$5. I sign of my own will. I am 18 or older.



SELLER NAME / SIGNATURE / ID LAST 4

DATE





Buyer desk sheet

Internal / buyer walk-through. What they do, pay, and wait for. No seller contact.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle. Signature on this sheet includes the ODO release below. Pack date 2026-09-07. Same exclusions as /terms \$5.

Walk-through for the buyer. They never receive the seller's number, name, or Telegram.

1. ☐ Browse free. Create account. Valid ID. Wait for id_verified.
2. ☐ Poke / book 30-min slot. 5/day. No price tap yet. Viewing is free.
3. ☐ Arrive with the same ID. Inspect as-is. Mechanic may come.
4. ☐ Optional test drive ₱500 — ODO-V-06. Credited into DP if you proceed.
5. ☐ 3 price taps. Then facilitation DP at the office if both Agree.
6. ☐ Sign closed DoS at DP (ODO-V-07 + ODO-V-08). May require NAC before DP.
7. ☐ Wait for the call after HPG. Pay remaining in 3 to 5 days or DP is forfeited.
8. ☐ If seller cannot produce HPG: your DP is refunded. Seller pays ODO the class-DP damages.
9. ☐ Full pay retrieve: ODO-V-10 + ODO-V-11. Unit off the lot. Slot void. ODO released. Seller paid same day first.

RELEASE — ODO / HELIUM MARKETING CORPORATION

I am the buyer on this simulation or live unit. I accept /terms. Units are as-is.

I release and hold harmless ODO / Helium Marketing Corporation, its officers, staff, and the Tandoc desk from claims about: (1) vehicle condition, hidden defects, odometer, or fitness — units are as-is; (2) authenticity of OR/CR, ID, SPA, NAC, or DoS — that stays with the party who submitted them; (3) HPG or LTO results, delay, or refusal — those offices keep authority; (4) valuables left in a unit — garage cover is the vehicle only; (5) loss or damage on the Helium Tandoc lot except as Helium Tandoc's garage / shop-owner duty and garage insurance provide; (6) accidents or damage during a hosted test drive caused by the driver, mechanic, or the unit — not by ODO staff acting in the course of ODO's work; (7) dealing off-app or paying anyone except at this office. ODO is the facilitator, not the owner, not a commission broker, not escrow, not HPG, and not LTO. This release does not cover ODO's own fraud, willful misconduct, or death or personal injury caused by ODO's negligence. Statutory rights under the Philippine Consumer Act (RA 7394) that cannot be waived remain. If any liability remains, it is capped at the fees I paid ODO in the 12 months before the claim — same as ownerdirect.online/terms \$5.

☐ I have read this release and /terms \$5. I sign of my own will. I am 18 or older.



BUYER NAME / SIGNATURE / ID LAST 4

DATE

