

Operational forms pack

Vehicles door · Tandoc / beside Helium Fuels · 0936 411 5239 · prelaunch 18 Sept 2026 · launch 6 Oct 2026. Terms version 2026-09-03. Sample / evidence pack — not government blanks, not legal advice. Review with ownerdirect.online/terms (especially §5 Role and Liability) and the operations runbook.

Please review

1. Facilitation DP deducted from price; refunded if seller cannot provide HPG Motor Vehicle Clearance in 1 to 2 days; forfeited to ODO if buyer does not pay after the call (3 to 5 days).
2. Closed Deed of Absolute Sale — buyer name filled at DP; sample only, notary completes the instrument; ODO is not owner or escrow.
3. Viewing is free. Optional test drive ₱500 is office cash, credited into DP if they proceed.
4. Seller parking is not a NAC (No Alarm Certificate) fee. 10 four-wheels and 20 motorcycles park 2 weeks free; stay is weekly. Paying customers have priority. NAC is optional. HPG keeps authority.
5. As-is handover. Papers authenticity is the seller's. Diligence is the buyer's. ODO hosts and stamps.
6. ODO does not handle LTO transfer; after purchase may refer. Government fees stay with HPG / LTO.
7. No buyer-seller contact. No percentage commission. No bank escrow.
8. Liability cap and exclusions live in /terms §5 (version on the cover). Review that page with this pack.

Sign at each step

1. **1 · ID.** No ODO form. Valid government ID in. Admin stamps id_verified.
2. **2 · List / browse.** ODO-V-01 seller terms. ODO-V-02 buyer terms.
3. **3 · Poke + park.** ODO-V-03 admission when the unit hits the lot. ODO-V-04 only if they retrieve.
4. **4 · View.** ODO-V-05 viewing ack. ODO-V-06 test-drive handoff if they drive.
5. **5 · Tap.** No paper. Agree / Not in the app. That peso is written on ODO-V-08 at DP.
6. **6 · DP + DoS.** ODO-V-07 DP receipt. ODO-V-08 closed DoS (buyer name filled). Not escrow.
7. **7 · HPG.** ODO-V-09 checklist. Seller takes the signed DoS to HPG. No new deed.
8. **8 · Pay + out.** ODO-V-10 full-pay receipt. ODO-V-11 handover. ODO-V-12 LTO referral after purchase.



1. **ODO-V-01** · Seller — acceptance of terms — Seller. Sign: Before list. Evidence that the owner (or verified SPA) accepted the Vehicles door terms before listing. Encumbered, rebuilt, surplus, and mismatch units cannot list.
2. **ODO-V-02** · Buyer — acceptance of terms — Buyer. Sign: Before poke / view. 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.
3. **ODO-V-03** · Site admission — 2-week free / weekly parking — Seller · ODO. Sign: Unit on the lot (step 3). 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 by seller and ODO staff.
4. **ODO-V-04** · Site retrieval — slot revoked — Seller · ODO. Sign: If seller takes the unit back. Checklist and terms to take a unit off the lot. Current slot is void. Unused days not refunded. New admission requires a new signed form.
5. **ODO-V-05** · Viewing acknowledgment — Buyer · ODO. Sign: At the viewing (step 4). 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.
6. **ODO-V-06** · Test-drive handoff — Buyer · ODO. Sign: If they drive (step 4). Office accountability: buyer and mechanic IDs, ₱500 paid at the desk, unit out and back. Not a viewing fee. Deducted from facilitation if they proceed.
7. **ODO-V-07** · Facilitation / down payment receipt — Buyer · ODO. Sign: DP at the desk (step 6). 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.
8. **ODO-V-08** · Deed of Absolute Sale (sample) — Seller · Buyer · Notary. Sign: Same time as DP (step 6). Closed form — buyer name filled. Sample only; notary completes the legal instrument.
9. **ODO-V-09** · Papers checklist (HPG transfer) — Seller · ODO. Sign: HPG trip (step 7) — checklist, not a deed. What to bring for the government transfer paper. Remaining pay when those papers are ready. If the seller cannot complete them, DP is refunded.
10. **ODO-V-10** · Full payment receipt (seller copy) — Seller · ODO. Sign: Full pay (step 8). Upon the buyer's full payment, seller is paid the same day. Receipt of the full agreed amount. ODO keeps a copy.
11. **ODO-V-11** · Handover — unit and papers — Buyer · Seller · ODO. Sign: Keys and papers out (step 8). Buyer accepts the unit and the complete papers and takes everything in order.
12. **ODO-V-12** · LTO transfer checklist — Buyer. Sign: After purchase — referral only. Papers for transfer of ownership after purchase. ODO does not handle LTO; we can refer who does.





Owner Direct

ODO · OWNERDIRECT.ONLINE · SELLER

ODO-V-01

SIGN: BEFORE LIST

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.

I am the **seller** on an ODO Vehicles deal. I have read the Terms of Service (version 2026-09-03) 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 ₱1,500 for DoS preparation with notary. Provide HPG Motor Vehicle Clearance within 1 to 2 days of DP. If you cannot, the deal fails on you: DP is refunded. No extra inconvenience fee.
- **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. 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 seller ₱1,500 for DoS preparation with notary at DP. Call the buyer for full pay only after HPG clearance is on file. Refund DP if the seller cannot provide clearance — no extra inconvenience fee. 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.
- **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). Papers I show are authentic. 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. 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).

PRINTED NAME

DATE

SIGNATURE

GOVERNMENT ID TYPE / LAST 4

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

ODO-V-01 · Terms version 2026-09-03 · ownerdirect.online/terms





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.

I am the **buyer** on an ODO Vehicles deal. I have read the Terms of Service (version 2026-09-03) 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 ₱1,500 for DoS preparation with notary. Provide HPG Motor Vehicle Clearance within 1 to 2 days of DP. If you cannot, the deal fails on you: DP is refunded. No extra inconvenience fee.
- **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. 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 seller ₱1,500 for DoS preparation with notary at DP. Call the buyer for full pay only after HPG clearance is on file. Refund DP if the seller cannot provide clearance — no extra inconvenience fee. 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.
- **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. As part of our trust layer: No HPG clearance, no full payment. DP is refunded. 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 ₱1,500 for DoS preparation with notary. 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 and the DP is refunded to the buyer. No extra inconvenience fee — the ₱1,500 DoS / notary already paid covers that. 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.

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 by seller and ODO staff.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

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, the slot is revoked immediately. Unused days are not refunded.
- 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.

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:

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

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





Owner Direct

ODO-V-04

SIGN: IF SELLER TAKES THE UNIT BACK

ODO · OWNERDIRECT.ONLINE · SELLER · ODO

Site retrieval — slot revoked

Checklist and terms to take a unit off the lot. Current slot is void. Unused days not refunded. New admission requires a new signed form.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

Retrieval of a unit from the Helium Tandoc lot. The current parking slot is revoked. Unused days are not refunded. Complimentary slots are limited; paying weekly has priority. Staff time to retrieve is why this signed form is required.

CHECKLIST

- ☐ 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 signed the retrieval terms. ODO staff signed

TERMS (SIGN BELOW)

- Retrieval voids the current parking slot. 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.

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:

SELLER NAME / SIGNATURE / ID LAST 4

ODO STAFF NAME / SIGNATURE

ODO-V-04 · Terms version 2026-09-03 · 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.

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.

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





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. 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.

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



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 2026-09-03 · 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.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

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. 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 ₱1,500 for DoS preparation with notary. 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 and the DP is refunded to the buyer. No extra inconvenience fee — the ₱1,500 DoS / notary already paid covers that. 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 (₱)

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





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. 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.

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 (P)

PLACE OF EXECUTION

DATE



The SELLER warrants ownership and the right to sell. Papers' authenticity is the SELLER's responsibility. The BUYER acknowledges inspection at an ODO-mediated viewing. ODO / Helium Marketing Corporation is not a party to this sale as owner, and does not hold the unit.

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.

ODO-V-08 · Terms version 2026-09-03 · ownerdirect.online/terms





Owner Direct

ODO-V-09

SIGN: HPG TRIP (STEP 7) — CHECKLIST, NOT A DEED

ODO · OWNERDIRECT.ONLINE · SELLER · ODO

Papers checklist (HPG transfer)

What to bring for the government transfer paper. Remaining pay when those papers are ready. If the seller cannot complete them, DP is refunded.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

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 — 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, DP is refunded. No extra inconvenience fee. 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 2026-09-03 · ownerdirect.online/terms





Owner Direct

ODO-V-10

SIGN: FULL PAY (STEP 8)

ODO · OWNERDIRECT.ONLINE · SELLER · ODO

Full payment receipt (seller copy)

Upon the buyer's full payment, seller is paid the same day. Receipt of the full agreed amount. ODO keeps a copy.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

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.

DEAL REF (ODO-V-...)

DATE OF FULL PAYMENT

BUYER NAME

SELLER NAME

AGREED PRICE — FULL AMOUNT (₱)

FACILITATION ALREADY DEDUCTED (₱)

NET PAID TO SELLER (₱)

OFFICE RECEIPT / CASH REF

ODO STAFF

SELLER RECEIVED RECEIPT COPY ☐

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

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Owner Direct

ODO-V-11

SIGN: KEYS AND PAPERS OUT (STEP 8)

ODO · OWNERDIRECT.ONLINE · BUYER · SELLER · ODO

Handover — unit and papers

Buyer accepts the unit and the complete papers and takes everything in order.

SAMPLE / EVIDENCE PACK — not a government form. Fill blanks at Tandoc or with the notary. ODO does not own the vehicle.

The buyer accepts the unit and the complete papers and takes everything in order. This is handover — not a mechanical warranty and not an HPG/LTO guarantee.

DATE / TIME

PLACE

UNIT (MAKE / MODEL / YEAR / PLATE)

DEAL REF

BUYER CONFIRMS RECEIVED

- ☐ The vehicle, as inspected at the ODO-mediated viewing
- ☐ Complete papers as arranged (OR / CR / DoS / IDs as applicable)
- ☐ Keys / spare (if any)
- ☐ No valuables claimed left in the unit

Exceptions / missing items:

BUYER NAME / SIGNATURE

SELLER / ODO STAFF SIGNATURE





Owner Direct

ODO-V-12

SIGN: AFTER PURCHASE — REFERRAL ONLY

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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.

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



