



Corporate Payroll Portal Access Management Form

Instructions: Fill out this form before printing. Sign and scan it before sending to payroll@ldb.ph.

Name of User:		Email Address:	
Designation:		Mobile Number:	
Company:			

Access Request

<input type="radio"/> Add new user	<input type="radio"/> Reset Password	<input type="radio"/> Delete user
Reason:		

Terms & Conditions

By signing below, I/We confirm that I/We have read and agreed to the Payroll Agreement and to the following terms and conditions:

1. I/We shall keep secure and confidential my/our passwords.
2. Access to LDB Corporate Payroll Portal allows a user to authorize LDB to credit specific amounts to the payroll accounts of our employees
3. Files to be uploaded to the Payroll Portal must conform to LDB's file specifications.
4. Files uploaded to the Payroll Portal are not retained by LDB. Requests to access uploaded files will not be granted.
5. I/We hereby hold the LDB, its directors, officers, employees and authorized representatives free and harmless from, and shall fully and completely indemnify the Bank against all liabilities, claims, demands, actions, proceedings, losses, expenses and all other liabilities of whatsoever nature or description which may be suffered or incurred by the Bank, its directors, officers, employees and authorized representatives arising from or in connection with this agreement.

User	Authorized Signatory	Authorized Signatory
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name
Date Signed:	Date Signed:	Date Signed:

For Bank Use Only

Received by:	Signature verified by:	Approved by:
Date:	Date:	Date: