

BDF ADVICE

Date Issued:	10/09/2025
BDF Advice No.:	LCAP-SP-BM-1025-004
Distributor Name:	ALJALANI SALES MARKETING
Distributor Code:	ALJ
Region:	SOUTH LUZON – BICOL
Account Manager:	Benber Montaniel
Regional Sales Manager:	Marvie Labayen

BDF PROGRAM DETAILS

Program Name:	2025 LTO PROCESS SUPPORT
Objective:	to encourage those RTO to legally carry Solane products, we will support them thru 3rd party processor. Instead of going to Manila, we will utilize the said 3rd party to submit in DOE Taguig Office
Start Date:	10/01/2025
End Date:	12/31/2025
Approved Budget:	PHP 7,500 (approximately 15 slots)
Approved Expense Activity:	

Terms & Conditions

1. The distributor must strictly adhere to the approved budget, activity scope, and program duration stated above.
2. Claim reimbursement will only be processed if:
 - a. The BDF Advice is pre-approved and signed by the RSM.
 - b. All claim documents (invoices, receipts, proof of execution) are complete and submitted within 30 calendar days after the program’s end date.
 - c. The claim amount does not exceed the approved budget.
3. Any unutilized BDF budget will not be carried over or reallocated to other expenses.
4. Any deviation from the approved program requires written approval from the RSM before implementation.

Prepared by:


Benber Montaniel
Account Manager Name & Signature
Date: 10/01/2025

Approved by:


Marvie Labayen
Regional Sales Manager Name & Signature
Date: 10/01/2025

Acknowledged by:

Distributor Name & Signature
Date: 10/01/2025

MECHANICS:

1. Distributor to submit list of RTO availed the LTO processing service
2. Distributor to provide acknowledgement receipt from the 3rd party processor
3. Distributor to provide receiving copy of the application , or any proof that the LTO processing really happened