

NDRMP Online Courses Payment Procedure

This fact sheet provides guidance and advice for making payments for the Natural Disaster Risk Management Program –Online training courses.

There are three methods we recommend for making payments:

1. Bank/Wire Transfer

Dollar Account (For foreign participants only)	
Account Name:	Earthquakes and Megacities Initiative, Inc.
EFCDU Savings Acct. No.:	3454-0001-52
Bank Name:	Land Bank of the Philippines
Bank Branch:	Makati City Hall, J.P. Rizal Avenue, Makati City, Metro Manila, Philippines
Swift Code:	TLBPPHMMXXX

Peso Account (For Filipino participants only)	
Account Name:	Earthquakes and Megacities Initiative, Inc.
Peso Current Acct. No.:	003452-1002-06
Bank Name:	Land Bank of the Philippines
Bank Branch:	Makati City Hall, J.P. Rizal Avenue, Makati City, Metro Manila, Philippines

International bank transfers may take ten or more working days to reach EMI depending on which country you have sent payment from. After the bank transfer, kindly fax or email your receipt to (02) 433-4074 or to training_payment@emi-megacities.org so that we can verify your payment. The Course Support Team will not send the Course URL and password unless we received this document.

Note: Kindly indicate your name on the receipt.

2. Cash/Cheque Payment

Payment should be made in the EMI Office. Our office address is Room 203 Puno Building, 47 Kalayaan Avenue, Diliman, Quezon City.

3. Western Union

Payment can be made through Western Union or its agents. Locations of agents can be found in the following link:

<http://www.westernunion.com/WUCOMWEB/staticMid.do?method=load&pagename=agentLocator>

How to send Money from an Agent Location*

STEP 1: Complete the Form

Fill out the required form. Then, simply show the Agent clerk your identification card.

Here is the receiver's name:

Mr. Jesus Dominic V. Dizon
#25-E Salvador St. Brgy. Krus na Ligas, Diliman, Quezon City, Philippines

STEP 2: Present Payment

Give the Agent clerk the form, cash and sign the receipt.

STEP 3: Get the Receipt

Your receipt will have the MTCN (Money Transfer Control Number) that will allow you to track the status of your money transfer online.

***from the Western Union Website**

After the payment, kindly fax or email your receipt to (+632) 9279643 or to training_payment@emi-megacities.org so that we can verify your payment. Please write the MTCN on the receipt (faxed or scanned receipts reduce the clarity of the MTCN number). Please note that the Course Support Team will not send the Course URL and password unless they receive this document.

For further help and advice please contact **Jesus Dominic Dizon**

Email: **ndrmp@emi-megacities.org**

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