



DRIVER PARTNER ONBOARDING GUIDE

Become a Bayan Kadiwa Driver.

Requirements, training, approval, activation, earnings, COD wallet rules, and delivery standards - in one clear guide.

Earn. Choose. Deliver.

Read this before you apply.
Edition: August 2026

bayankadiwa.com/driver/



A clear path to delivering locally.

Know the commitment, prepare once, and move through review with fewer delays.

Bayan Kadiwa connects qualified driver partners with eligible local delivery work in supported areas.

01

Be ready to drive

Use a supported vehicle, a valid driver's license where required, and a smartphone with mobile data and location access.

02

Be ready to verify

Submit clear, authentic personal, identity, vehicle, NBI, and ownership documents when required.

03

Be ready to serve

Complete training, follow app instructions, protect customer privacy, and deliver safely and respectfully.

IMPORTANT

Submitting an application does not guarantee approval, earnings, or delivery demand.

Eligibility, service areas, platform rules, and availability may change.

Five gates before your first delivery.

Training and document review can happen in parallel. Payment unlocks only after every approval gate is complete.

01

Register

Create your account and submit accurate personal, vehicle, and verification details.

02

Train

Complete the five-minute Rider Academy and pass the quick quiz.

03

Get reviewed

The team checks your application and required documents. Typical guidance: 24-72 hours.

04

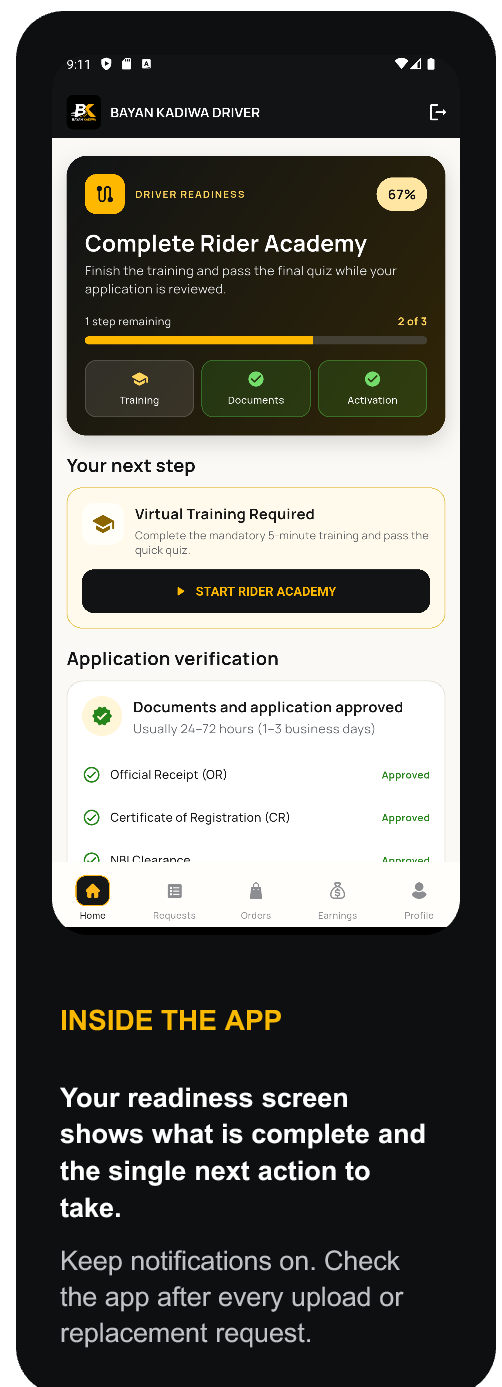
Activate

After approval, pay the PHP 500 Rider Activation Package.

05

Start Offline

After confirmed activation, open the app Offline and go Online only when you are ready.



REQUIREMENTS

Complete documents move faster.

Use full, readable images. Names and vehicle details must match the application.

ACCOUNT AND VEHICLE

- 01 Personal and contact details
- 02 Rider profile photo
- 03 Government-issued identity
- 04 Valid license where required
- 05 Vehicle type and information
- 06 Vehicle photos: plate and side
- 07 Mobile data and location access

MANDATORY VERIFICATION

OR Official Receipt

CR Certificate of Registration

NBI NBI Clearance with the registered rider's legal name

IF THE OR/CR IS NOT IN YOUR NAME

Upload both additional ownership proofs:

- 1 Notarized Deed of Sale
- 2 First owner's valid ID with three specimen signatures in one clear image

Five minutes now prevents mistakes later.

Training appears after registration. Your progress is saved and the quiz can be retaken.

5	10	5	4/5
MINUTES	LESSONS	QUESTIONS	TO PASS

WHAT YOU WILL LEARN

- | | |
|---|---------------------------------------|
| 01 Welcome, KaBayan! | 06 Pickup procedure |
| 02 Documents and vehicle ownership | 07 Delivery and proof |
| 03 How you earn | 08 Cancellations and problems |
| 04 Accepting a delivery | 09 Safety and customer conduct |
| 05 COD and driver wallet | 10 Rider Activation Package |

Pass at 80 percent (4 of 5). Passing training does not activate the account until application and document review are also complete.

ACTIVATION

Pay only after approval.

The package becomes payable only after training, the application, and all required documents are approved.

RIDER ACTIVATION PACKAGE

PHP 500

ONE CONFIRMED PAYMENT

PHP 300

ONBOARDING AND SHIRT

Covers onboarding administration and the official Bayan Kadiwa shirt included in the package.

PHP 200

COD OPERATING WALLET

Credited after confirmed activation payment. It is nonwithdrawable operating funding - not delivery earnings.

CONFIRMATION MATTERS

Treat payment as complete only after the supported payment confirmation is received and the app shows activation complete.

Earnings and operating wallet are different.

One is rider income. The other protects COD commission settlement.

ILLUSTRATIVE COMMISSION EXAMPLE

$$\text{PHP 100} \quad - \text{PHP 15} \quad = \text{PHP 85}$$

commission basis 15% commission rider net*

DELIVERY EARNINGS

Income from completed delivery work

- Fare, commission, and rider net should be shown separately.
- Tips, bonuses, and incentives are separate when offered.
- Withdrawable amounts follow the app's current rules.

COD OPERATING WALLET

Funding for eligible cash-order commission

- The PHP 200 activation credit is nonwithdrawable.
- It must not appear as earnings or payout-ready income.
- It must stay funded before affected COD bookings.

*Example only. Always follow the fare and commission details shown in the app.

Your operating wallet protects every cash booking.

Check the balance before accepting. The app should stop a cash booking before commission could push the balance negative.

Below PHP 50

Reload to continue accepting COD orders.

01

Never below PHP 0

A booking must be blocked before its commission could make the remaining operating balance negative.

02

Check the next commission

Reload before accepting when the next COD commission is greater than the remaining wallet balance.

03

Wait for confirmed funding

Only confirmed wallet funding should unlock the next affected COD booking.

Operating wallet = COD control. Delivery earnings = rider income.

Every trip ends with proof.

Follow the app at each stage. Do not accept a request you cannot complete safely and properly.

01

Review and accept

Check pickup, drop-off, parcel notes, COD amount, expected commission, distance, and available operating wallet.

02

Pickup

Confirm the correct order, package count, visible condition, and handling notes. Secure the parcel before leaving.

03

COD procedure

Collect only the amount displayed in the app. Count the full cash amount before marking payment received.

04

Deliver and prove

Hand the parcel to the correct recipient and complete the required OTP, photo, recipient name, or signature.

After pickup: keep the parcel secure, move to safety if needed, and contact support for the correct resolution.

Protect people, parcels, and trust.

Stop and contact support when a request appears unsafe, unlawful, or inconsistent with the booking.

REQUIRED CONDUCT

- 1 Drive lawfully and use proper protective equipment.**
- 2 Handle parcels carefully and follow special instructions.**
- 3 Communicate respectfully and protect customer privacy.**
- 4 Report accidents, damage, threats, or suspicious items promptly.**
- 5 Give truthful reasons for delays and cancellations.**

NEVER ACCEPT OR CARRY

- 1 Illegal drugs or controlled substances**
- 2 Weapons, explosives, or ammunition**
- 3 Stolen goods or unlawful materials**
- 4 Unsafe hazardous items not approved for delivery**
- 5 Any parcel that violates platform or legal rules**

CUSTOMER CONDUCT

No harassment, threats, discrimination, demanded tips, extra charges, or off-app payment beyond the displayed COD amount. Never share customer names, phone numbers, addresses, photos, or delivery details.

Read the status. Take one next action.

Watch the driver app, email, and notifications so replacement requests or approval steps do not stall.

01

Registration received

Your application is recorded; training and review are not yet complete.

02

Training incomplete

Log in and finish Rider Academy and the quiz.

03

Review pending

The team is checking your application and required documents.

04

Replacement needed

Upload a new, readable, complete version of the named document.

05

Approved - payment required

All approval gates are complete; the PHP 500 activation payment is now available.

06

Payment confirmed

The package is active, PHP 200 is credited to the COD Operating Wallet, and shirt processing begins.

Always follow the latest status shown in the app.



READY WHEN YOU ARE

**Prepare well.
Apply once.
Deliver with trust.**

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Before applying, confirm current service areas and keep your OR, CR, NBI Clearance, vehicle photos, and ownership proofs ready.

This guide summarizes the intended process as of August 2026. Eligibility, review timing, pricing, service availability, and operating rules remain subject to the current app and Bayan Kadiwa policy.