

\_\_\_\_\_  
BRANCH

\_\_\_\_\_  
DATE

This is to acknowledge receipt of the following documents submitted by \_\_\_\_\_  
(Account Name)  
\_\_\_\_\_ for \_\_\_\_\_ on the abovementioned date for  
(Account Number)  
purposes of  account opening  updating of documents/replacement of documents that are no longer in effect:

<p><b>Single Proprietorship</b></p> <input type="checkbox"/> Application papers with the DTI <input type="checkbox"/> Registration papers with the DTI <input type="checkbox"/> Valid photo-bearing ID of the authorized signatory issued by the Government of the Republic of the Philippines <input type="checkbox"/> Certificate of Registration issued by the BSP (registered as Foreign Exchange Dealers, Money Changers and Remittance Agents) ( <i>minor document - A1</i> ) <input type="checkbox"/> Mayor's Permit/License ( <i>minor document - A2</i> ) <input type="checkbox"/> Others (specify) _____	<p><b>Corporate</b></p> <input type="checkbox"/> Registration Certificate with the Securities and Exchange Commission <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Verification of the authority and identification of the person purporting to act on behalf of the client <input type="checkbox"/> Original copy of the corporate authority for the individual to transact through the Bank <input type="checkbox"/> Minutes of the Board of Directors meeting or an original of the duly notarized copy of the Secretary's Certificate indicating the depository banks and the signatories <input type="checkbox"/> Original copy of the Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate of Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate showing the names, positions and specimen signatures of the incumbent officers and members of the Board of Directors <input type="checkbox"/> Certified True Copy of the General Information Sheet (GIS) <input type="checkbox"/> Valid photo-bearing ID of the authorized signatories <input type="checkbox"/> By-Laws ( <i>minor document - D1</i> ) <input type="checkbox"/> Beneficial owners, if any ( <i>minor document - D2</i> ) <input type="checkbox"/> Certification of the corporate secretary stating the list of principal stockholders owning at least two (2) percent of the capital stock ( <i>minor document - D3</i> ) <input type="checkbox"/> Others (specify) _____
<p><b>Partnership</b></p> <input type="checkbox"/> Registration papers with the SEC <input type="checkbox"/> Articles of Co-Partnership <input type="checkbox"/> Original copy of the Partnership Resolution to Open an Account <input type="checkbox"/> Valid photo-bearing ID of the authorized signatory <input type="checkbox"/> Certificate of Registration issued by the BSP (registered as Foreign Exchange Dealers, Money Changers and Remittance Agents) ( <i>minor document - B1</i> ) <input type="checkbox"/> Others (specify) _____	<p><b>Associations/Unincorporated Accounts</b></p> <input type="checkbox"/> Articles of Association <input type="checkbox"/> Original copy of the Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate of Board Resolution preferably with the associate's seal and duly notarized <input type="checkbox"/> Original copy of the Secretary's Certificate showing names, positions and specimen signatures of the incumbent officer and members of the Board of Directors <input type="checkbox"/> Valid photo-bearing ID of the authorized signatories <input type="checkbox"/> Constitution and/or By-Laws ( <i>minor document - C1</i> ) <input type="checkbox"/> Others (specify) _____

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**Remarks/Additional Instructions to Clients**

\_\_\_\_\_  
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Submitted/Delivered by:

Received by:

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Branch Manager

FOR BANK'S USE ONLY		
<p><b>For Account Opening/Updating</b></p> <input type="checkbox"/> Updated Customer Information and Specimen Signature card on _____ <input type="checkbox"/> Sent the ff. docs. to BRU on _____ 1. _____ 2. _____	<p><b>For Account Opening with Minor Document Deficiencies</b></p> <p>Justification:</p>	
<p>Approved by:</p> <p style="text-align: center;">_____ Branch Head Signature Over Printed Name</p>	<p>Endorsed by:</p> <p style="text-align: center;">_____ Branch Head Signature Over Printed Name</p>	<p>Approved by:</p> <p style="text-align: center;">_____ Area Head Signature Over Printed Name</p>

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