

Checklist of Requirements

Individual Buyer

1. Requirements:

- 1.1 Two (2) Valid IDs (government issued) photo bearing and with specimen signature
- 1.2 Proof of Billing
- 1.3 Latest Community Tax Certificate or details of CTC;
- 1.4 Copy of PSA copy of Birth Certificate for single buyers; and If buyer is married, one valid ID of spouse to verify name and Copy of PSA Marriage Contract
- 1.5 Proof of income and source of funds (any of the following)
 - **If Employed:**
 - ❖ Latest Income Tax Return;
 - ❖ Employment Certificate and Compensation
 - ❖ Certificate of Deposit or Bank Statement
 - **If Self Employed:**
 - ❖ Audited Financial Statement of company and business with at least the previous year's comparative financials
 - ❖ Mayor's permit / Business permit
 - ❖ SEC Registration / DTI Registration;
 - ❖ Certificate of Deposit or Bank Statement

2. Completely filled out and signed sale/bank document forms:

- 2.1 Customer Relationship Form
- 2.2 Purchase Proposal Form
- 2.3 Talking Points Form
- 2.4 Option Agreement
- 2.5 Signature Card

3. For Attorney In Fact (AIF) / Representative:

- 3.1 Notarized original copy of Special Power of Attorney (SPA)
 - For clients/buyers who are abroad and are not able to sign as required or present original documents, certain identified KYC or additional documents must be consularized from the country where client/buyer is located.
- 3.2 (Two) 2 Valid IDs (government issued) photo bearing and with specimen signature;
- 3.3 Proof of Billing

Note:

- ✓ Additional documents may be required
- ✓ Kindly submit clear photocopies and present the original documents/ID/Forms to our bank personnel's/Officers for purposes of authentication/verification.
- ✓ Kindly completely fill up the forms in legible and readable manner and put **NOT APPLICABLE or NONE** as maybe necessary.