

Checklist of Requirements

Corporate

1. Requirements:

- 1.1 Articles of Incorporation and By laws
- 1.2 Notarized Secretary's Certificate and Board Resolution
- 1.3 General Information Sheet of the Company
- 1.4 Latest Community Tax Certificate or details of CTC;
- 1.5 Beneficial Owners Information Sheet (at least 20%) if applicable
- 1.6 Proof of income and source of funds (any of the following)
 - Latest Audited Financial Statements
 - Certified True Copy of BIR Form 1702
 - Certificate of Deposit / Bank Statement

2. List of Requirements for designated authorized signatories :

- 2.1 Two (2) Valid IDs (government issued) photo bearing and with specimen signature;
- 2.2 Proof of Billing Address
- 2.3 Latest Community Tax Certificate or details of CTC
- 2.4 Signature Card

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

- 3.1 Customer Relationship Form (For Corporation and authorized signatories)
- 3.2 Purchase Proposal Form
- 3.3 Talking Points Form
- 3.4 Option Agreement

Note:

- ✓ Additional documents may be required
- ✓ 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
- ✓ 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.